

Facility Program



The City of Los Altos
Community Center Master Plan

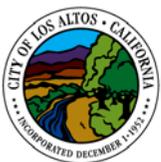


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I. Introduction

Context and Key Concepts

Building on the key concepts identified in the Community Needs Assessment and Plan of Service, the Facility Program was developed to define the space and program requirements necessary for providing current and future services at the Community Center.

The main categories and components of the Facility Program were conceptually based on the future Service Model categories of Civic Services and Information (including City Administration and Community Development), Health Fitness and Wellbeing (including Recreation and Leisure and Multi-Generational Resources), and Lifelong Learning and Enrichment (including Community Learning and Culture/Arts).

The City of Los Altos completed a Space Allocation Study in 2005 in an effort to analyze the reuse of existing facilities and departmental space needs. This Study was utilized by the Consultant Team in the development of the Facility Program to the extent that specific space requirements were still applicable; however it was determined that the way in which the City of Los Altos will deliver services in the future is intended to be more functionally than departmentally driven. Therefore the Facility Program's organization is based on service areas, which separate those spaces where services are accessed by the public from support areas, as well as those areas that are administrative and facility or staff support oriented.

The Los Altos Library Services and Space Needs Assessment developed in May of 2008 provided greater detail than normally included in a master plan facility program. The facility program includes this level of detail for library oriented spaces, although the scope of this effort did not support the development of the same level of information for all departments and spaces addressed in this document.

As approved by City Council, a Theatre specific consultant was engaged to guide the Multi-Purpose Theatre program element development for inclusion in the Facility Program. Anderson Brulé Architects staff and Rose Steele (representative of Theatre Consultant Landry & Bogan) met with representatives of the Los Altos Youth Theatre, Bus Barn Theatre and the city Recreation Department to discuss the programs and space needs for a future City multi-purpose performing arts space.

The Los Altos Pool Foundation Environmental Impact Report and numerous additional documents developed between 2004 and



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2007 provided program information that again included more detailed analysis than normally included in a master plan facility program. This facility program has translated this information into what is felt to be an appropriate level of detail for inclusion along with other program elements. Further study of the specific elements of the Aquatics program with regard to cost recovery and operational planning has been suggested as a next step for this program element definition.

Additional research into trends in Senior Center development was identified and approved by Council to enhance the planning for the facilities specific to Senior programs and use. Anderson Brulé Architects, along with a City Recreation representative, met with the Avenidas group in Palo Alto to review their facility and gain insight into the future planning they have undertaken for their program and facilities. In general, the trends they identified were in keeping with the discussions between Senior Center representatives, but with a focus on provision of health and wellness program elements within facilities, as this was noted to be a future service trend that is anticipated to grow, including everything from provision of Wellness Care spaces for drop-in health services such as massage, podiatry consults and blood pressure screenings to inclusion of community referral services programs that help seniors to identify resources and arrange for services outside of those provided by the Community Center.

Specific efforts were made to establish multi-generational opportunities as well as efficiencies through development of multi-purpose, shared-use spaces for both public and staff. This approach can only be accomplished through interdepartmental coordination and will depend considerably on the technology strategy developed by the City.

Methodology

Overview

The Facility Program defines building and site criteria, space allocation, and functional relationships (spatial adjacencies) **at a Master Plan level**. The first phase of Master Plan implementation, prior to beginning the design of any facilities, will require development of an Architectural Space Program at a more detailed level. At that time, further analysis of then current codes and regulations might require modification to assumptions made in this document. More discrete information about specific furniture, fixtures and equipment and other spatial requirements will also be developed at that time.

This section focuses on the factors affecting development of space program requirements, as well as the proposed space



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program for the Community Center. The proposed program reflects the space necessary to support the functional needs. Interviews with staff and the Advisory Committee, best practices for the programming of specific functional areas, and onsite tours contributed to the development of the space requirements and allocations. Current projections for staff growth and corresponding space needs for the foreseeable future have been factored into the Facility Program. Factors also include strategies for development of standardized Space Types, which identify the amount of space required to perform certain functions, as well as strategies for modularity, which provide for future flexibility in adaptive reuse of space and ease of construction. Additionally a storage strategy for City department and Community organizations is discussed below.

Function Needs Approach to Program

The space program approach and organization is aligned to the Plan of Service Model. Spaces once considered specific to a single Department are now organized by their function, either service or support in nature. For example, Program Rooms are listed in the Community Services component under Recreation and Leisure while Recreation Staff Workspaces are listed in the Civic Services component under Recreation Administration. In addition, spaces are grouped in the way that the public will access services at the site rather than which department controls or delivers the services provided in that space. For example, the Community Development Public Counter is listed in the Civic Services component under the Community Engagement and City Government section separate from the Community Development Administrative spaces. The Functional Relationship Diagrams in Section III of the Facility Program Report depict the physical adjacency needs for both service and support oriented spaces with Departments.

In instances where several user groups need access to the same space, an analysis of frequency of use and adjacency needs was conducted to determine the number and size of the spaces. For example, both Seniors and Teens expressed the need for access to a Game Room. Since peak use times for Seniors are during the day and Teens are more likely to use the space after school and during evening hours, the approach was to identify one large Game Room could accommodate both needs rather than duplicate spaces for each user group. During high use times for both groups, for instance during the summer, the room could have a moveable partition to divide the room into two separate spaces.

There are a number of Program Rooms that serve as multi-purpose



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spaces, however a variety of Program Rooms have been identified with specific functional uses. Appropriate equipment, materials, and storage needs are associated with each of these. Examples of this include a Fitness Program Room, Arts and Crafts Program Rooms, and Children’s Program Room. This specificity will allow for ease in setup and maintenance of Program Rooms throughout the day, as well as provide the proper amenities in these spaces which support higher quality programs and classes. The Master Plan Facility Program assumes that the number of non-City Organizations that currently have the dedicated use of Program Room Space will be maintained; however, the specific Organizations may change.

The Facility Program format focuses on interdepartmental coordination, a departure from departmental thinking. Efficiencies are maximized with shared use of spaces, which also allows for multi-generational access and use of spaces. The development of a technology plan to enhance interconnectivity will be a key driver to the success of the facilities. Support spaces have been distributed in a hub and satellite concept for spaces such as copy/print areas and refreshment areas.

Sustainable (Green) Design Goals

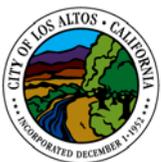
The program and building standard assumptions do not make specific reference to green design and energy efficiency at this time. The City of Los Altos will need to establish goals for sustainable design once a design project commences, to include any codified criteria used to establish the level of environmental and energy efficient design the building will attain. Currently, LEED™ provides certification criteria for a number of levels, each representing an increase in the building’s performance.

Staff Work Space Allocation Strategies

Workspace prototypes have been developed that support the different functional requirements of staff in the organization, particularly with regard to issues such as the need for private conferencing within a particular workspace, interface with the public or visual openness or privacy needs. These prototypes are defined as Space Types, and are used to identify the square footage necessary to accommodate the different functions and specific tasks of staff.

Staff Support Space Strategies

A “hub and satellite” concept for staff support spaces has been included in the Facility Program. Areas that use this strategy include Copy/Print/Distribution with smaller copy/print rooms conveniently located throughout administrative areas and Food Services which include a main café and large staff break room with conveniently located satellite refreshment bars throughout. Actual location of these facilities will be dependent upon the



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Storage Strategies

preferred site master plan developed from this program document.

Identified Document Storage in excess of that allocated within each Space Type is accommodated in an overall Document Storage space listed under Administrative Support Space Storage. Additional space for Departmental Supply Storage has also been allocated.

Proposed Future Growth Strategies

Future growth in the facilities and planned services has been outlined in the following strategies both as part of the Facility Program document development and through identified strategies through the remainder of the Master Plan development:

- Dedicated document storage areas that are anticipated to become empty upon digitization of document storage have been sized modularly to allow conversion to flexible office space in the future.
- The program room use analysis has identified portions of room capacity availability that are not planned at this time and can be developed upon determination of future programs.
- Facility scenarios can explore program placement to allow for future growth as a driver for scenario development.

Modular Planning Approach

Staff offices and conference room spaces have been designed within 10 foot modules to create flexibility in spaces and easier transformation of space from one use to another. Spaces developed as hard wall areas should consider the future adaptation of their intended use to another when planning adjacencies, access and security.

Senior Manager's level private offices that require more intensive conferencing are in a 10'D x 16'W module of 160 square feet.

Manager's level private offices that accommodate guest seating are in a 10'D x 12'W module of 120 square feet and should be located adjacent to shared small conference rooms that seat 4-6 of the same size. Offices and conference spaces could be changed out dependent on spatial and staffing needs.

The Modular Planning approach has based space program on a 10' module to allow for flexibility in spaces. For example, larger conference spaces could be subdivided into future offices and currently dedicated storage spaces can be adapted into offices, etc, in the future as digitalization minimize the need for massive storage of documents.



I. Introduction

Definition of Terms

General Information

For the purpose of this document, a standard definition of terms has been used to describe space. These have been classified into four (4) categories:

- Net Square Footage (NSF)
- Departmental Net Square Footage
- Departmental Gross Square Footage
- Building Gross Square Footage

All of these square footages represent a mathematical exercise for planning purposes and should ***not necessarily be considered the exact square footage*** that is required. Ultimately, it will be the approved space plans that will be the physical confirmation of the Space Program requirements and square footage requirements for final construction.

Net Square Feet (NSF)

The NSF is the square foot area allocated to an individual public use or staff area or to a support its function, such as filing, conferencing, break rooms, etc. In the detailed space listing of the report, each space is assigned a quantity and the square feet necessary to support the function(s). The quantity of spaces, multiplied by the square feet for each space is then represented as total N.S.F. for that space.

Example:

A 10'x12' private office would be assigned 120 Net Square Feet (NSF) in the Facility Program Space Summary Report. If (4) of these private offices are required, the total for this space is represented as 480 N.S.F.

Departmental Net Square Feet

The total Net Square Footage (NSF) of all spaces within a department is summed to create the Departmental N.S.F. (DNSF)

Departmental Gross Square Feet

The Departmental NSF is then multiplied by a Departmental "Grossing Factor" to establish the Departmental Gross Square Footage (DGSF).

This grossing factor accounts for primary and secondary circulation and corridors necessary to access different areas, offices, support areas, etc. This factor can vary from department to department but is usually in a range of 20%-40% and is based on the utilization of space within a particular department. It is therefore described as an intra-departmental grossing area.

Example:

A department consisting mostly of 10'x12' private offices (120 net



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<i>Building Gross Square Footage</i>	square feet each) would require a department grossing factor of 35%, or 1.35 times the NSF to account for the typical corridors necessary to access the offices.
<i>Adjacency</i>	<p>The total Departmental Gross Square Footage, plus a Building Grossing “factor” equals the Building Gross Square Footage. For a project of this type, this factor is defined as 15% or 1.15 to include the area occupied in the building core by toilet rooms, fan rooms, janitor/electrical/telephone closets, thickness of exterior walls, etc.</p> <p>There are four identified levels of adjacency:</p> <ul style="list-style-type: none"> ▪ Primary - these adjacencies are required and must be met ▪ Secondary - these adjacencies are not vital, but are important ▪ Line of sight – visual access from one space to another is necessary for oversight or direction ▪ None - there is no need for an adjacency
<i>Functional Space Type</i>	<p>The Functional Space Type is a method of creating the necessary individual work area needed for specific job tasks. This can refer to the actual inventory and size of furnishings and equipment needed in a particular space. The Functional Space Type determines the actual NSF for an individual workspace, but does not identify hierarchical organizational structure, actual final furniture selections or partition material (hard wall vs. panel system). Space Types are shown as individual workspaces, however these spaces can be clustered together to create collaborative teaming areas.</p>

Facility Program Organization

<i>Space Program Summary</i>	<p>The Space Program Summary designates the total sum of square footage by Site Component, Service Model Component, Activity Area, and individual space. This includes storage rooms, conference rooms, resource areas and other non-workspace areas. The Summary contains current and projected staffing, quantity, and unit net square footage per space, use designation, and brief comments to explain the space. Technical requirements atypical of Building Standard Assumptions, including equipment, furniture, storage space and any unique details that are necessary for design of the space are included in the comments below each individual space.</p> <p>The Master Space Program Summary, organized within the following schema, assigns a unique Index Number for each space. The program is organized as follows:</p>
	<ol style="list-style-type: none"> I. Site Component <ol style="list-style-type: none"> A. Service Model Component



I. Introduction

01. Activity Area

01) Individual public or staff space

Building Standard Assumptions and Functional Space Types (WS-1, WS-2 etc.) are provided in Section II of this document. The Building Standard Assumptions describe the technical quality of all spaces. The Space Type examples provide a diagram and specific functional requirements for each workspace or common space.



II. Facility & Site Requirements

Standard Building Assumptions

The Standard Building Assumptions outlined below identify the typical parameters assumed when planning the Facility Program. Special requirements have been identified in the individual spaces within the Facility Program document. Unless otherwise noted, it is assumed that the standard building assumptions will be utilized.

Operating Hours are assumed to be 8:00 am – 5:00 pm for Civic Administration spaces and 6:00 am – 10:00 pm for Recreation and Community Center spaces.

HVAC: The assumed temperature range is a low of 68 degrees Fahrenheit in the winter and a high of 75 degrees Fahrenheit in the summer. All the spaces in the building are to be conditioned.

Air Filtration: An acceptable amount of air filtration is provided by the standard HVAC system. No additional air filtration is anticipated other than spaces specifically noted in program elements.

Humidity Control: An acceptable amount of humidity control is provided by standard HVAC system. No additional humidity control other than spaces specifically noted on program elements.

Special Temperature Controls: No additional special temperature control other than spaces specifically noted in program elements

Special Exhaust: No additional special exhaust other than spaces specifically noted in program elements

Specialized Alarms: No additional special alarms other than spaces specifically noted in program elements

Plumbing: Sinks with hot and cold water are provided to specific spaces as noted in program elements. Typical sinks to be equipped with counters. Length of counters is to be determined.

Overhead Piping Measures / Special: Extent of concealed overhead piping will be determined in design development

Electrical: The assumed electrical load is [4 watts per sq. ft.] This compares with the regional standard of [2.5 watts per sq. ft.] for a loaded office building. The assumed electrical load is [2 watts per sq. ft.] over the entire gross area of the building. Provide power/data above counter height work surfaces as applicable.



II. Facility & Site Requirements

Standard Building Assumptions

Emergency Power: Emergency power will be provided for building systems required for egress, as well as for technology rooms, and secure aspects of the Police Department. Secondary back-up power should be provided for the Emergency Operations Center.

Special Power for Equipment: Dedicated circuitry to be provided as required by specific equipment

Special Lighting: Avoid significant glare on all computer monitors.

Light Switching: Workspaces and all public spaces to operate on [programmed or motion sensor systems]. Staff meeting rooms and offices to operate on motion sensors with manual override switching. Staff to have as much control over their ambient and task lighting as is feasible.

Special Fire Protection: Fire separation will be planned as required by code for separation between occupancies and for specific fire rated uses such as server rooms and mechanical spaces.

Lighting Level: The assumed lighting density is [1.5 watts per sq. ft.]. Indirect lighting fixtures are preferred for areas in which people will be congregating or working for longer than 20 minutes. Direct lighting should be utilized within storage areas.

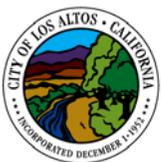
Communications

Public Address: Typical public address system will be determined in Design Development

Telecommunications: All offices and workstations will receive power, voice and data connections. Common departmental space would house departmental fax machines. Voice and data requirements are currently unknown, so the working assumption is a minimum of 3 cables per station (1 voice, 2 data). Formulation of Strategic Technology Plan is currently being developed. Telecommunication equipment for staff would be designed for utmost flexibility and mobile use

Special Access: All offices and private staff spaces to have restricted access by public.

Security: All offices to have lockable doors. All storage and technology closets are to have keyed entry doors. See data sheets for additional information



II. Facility & Site Requirements

Standard Building Assumptions

Acoustical Privacy: The public areas will maintain a background noise of NC 35-40 with no acoustical privacy measures, or as required by the applicable Building Code for specific spaces.

Voltage and Amps: Typical Office Standard

TV/Cable: Typical system to be determined in Design Development

Offices will maintain NC 30-35 with normal acoustical privacy measures. Common work areas and staff workstations will maintain NC 35-40 with no acoustical privacy measures. Meeting Rooms will maintain a background noise of NC 20-25 with above normal acoustical privacy measures.

Noise / Sound Level Control: Typical unless otherwise noted in specific program elements

Systems Comments: All offices, workstations and meeting rooms should be equipped with a telephone. The telephones located in private offices and conference rooms should have teleconference capabilities.

Ceiling Height: Typical 10' ceiling height unless otherwise noted in specific data sheet

Audio/Visual Systems: video and optical display, video teleconferencing facilities, graphics camera speech reinforcement/recording/audio playback audio teleconferencing facilities

MAINTENANCE

Materials selected for finishes, furniture and systems should be easily maintained. Additional care should be taken when selecting materials for high use areas such as waiting rooms, public meeting rooms, break rooms and library areas. Materials selected for private staff offices and conference rooms should also be selected for durability and longevity.

Considerations of maintainability and cleaning processes should be weighed against environmental criteria when selecting materials. Durability should be a strong driving factor when specifying material as well as the ability for the product to be repaired, replaced and cleaned onsite.

SURPLUS MATERIAL STOCK

Certain material must be held in surplus stock for replacement throughout the facility. These materials include but are not limited to carpet (tiles), vinyl and ceramic tile, acoustical ceiling tiles,



II. Facility & Site Requirements

Standard Building Assumptions

lamps and lighting fixtures, and possibly overstock fabric yardage in heavy use upholstery items. Construction documents should reflect a 2% extra stock amount for each item and 5% extra stock for specialty materials and the space plan should dictate a storage space for this amount of surplus material stock.

FINISHES

Finishes should be selected for durability, and selections should be made avoiding surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Finishes located within public spaces should be washable and vandal resistant. Corner guards that compliment the wall finish should be installed on outside corners that are within a path of travel. Corners located in the path of high traffic delivery should have stainless steel corner guards. Avoid heavily textured or porous materials that are difficult to clean.

FLOOR COVERING

Flooring should be designated by room function unless otherwise noted in a specific space data sheet.

Carpeting should be specified within all private offices, open offices, conference areas, training areas and waiting areas unless otherwise noted

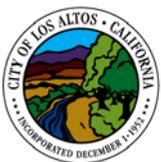
Carpeting should be durable commercial grade loop carpeting. Durability criteria prefer a carpet tile product for easy replacement of damaged tiles. Overstock of carpet tiles and onsite storage of this overstock should be planned for in accordance with the manufacturer's indicated life of the carpet.

Darker toned carpet with variation in color and pattern will also extend durability by hiding staining more effectively. The pattern of the carpets used should reflect a tasteful and timeless quality in their colors and patterns to extend the aesthetic life of the product and interior space.

Hard Surface flooring should be specified within all storage areas, work areas, break rooms, and dedicated copy/mail/shipping and receiving areas. Support spaces such as Printer/Fax Stations located within the open office area should continue the carpeting for the space. Hard surface flooring should be commercial grade material and installation. Non-skid surfaces should be specified on hard surfaces.

LIGHTING

Day lighting should be used throughout public and staff



II. Facility & Site Requirements

Standard Building Assumptions

workstations whenever possible, with design considerations for eliminating glare. The lighting should be uniform throughout spaces.

Spaces for reading and computer work should be lit using indirect fixtures to avoid glare. Lighting in these areas should meet the 'preferred standards' for visual display terminal lighting in the ANSI/ESNA RP-1-1993 standard, American Standard

Practice for Office Lighting, which covers situations in which people use computers for 4 or more hours per day.

Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm medium or cool color, with a color rendering index of 82. Consider T5 high-output lamps for indirect lighting but not for down lighting.

Compact fluorescent lamps should have a warm, medium or cool color similar to the long fluorescent lamps. Use electronic ballasts whenever possible. Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs. Generally incandescent should be avoided due to life-cycle costs.

Lighting levels should meet recommendations based on the 2000 Illuminating Engineering Society (IES) Handbook. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

Staff Work Areas: 50 foot-candles on desks and worktables, measured horizontally at desktop.

Meeting Rooms: 30 to 40 foot candles with all the lights on.

Lighting should be adjustable with dimming capabilities. The presentation area within conference rooms should be separately switched. The appropriate light levels for presentations should be 0 foot candles at the presentation area with 2 foot candles in the remainder for note taking.

Public Service Areas: should be 40 to 50 foot candles, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare.

ACOUSTICS

Spaces within the building should be designed to minimize ambient noise. Appropriate acoustical levels should be attained in the various spaces. Incorporate sound control techniques and systems for mechanical systems, lighting and plumbing systems.

FURNITURE

Furniture should be selected universally for durability, aesthetics and function. Furniture should reflect a timeless quality in its form and finish and favor a transitional style to appeal to the greatest



II. Facility & Site Requirements

Standard Building Assumptions

breadth of user style preference.

Public Space Furniture:

Public space furniture should be selected to accommodate a range of sizes and abilities. In general all public use furniture such as waiting chairs should be sturdy and offer stability to persons using it.

Chairs should have arms that offer support for persons entering and exiting the chair. Arms should be covered in a fabric, plastic, rubber or wood with a width of at least 1 ½ inches. Wood, plastic or rubber arm caps will prolong the life of the chair as opposed to fabric alone. Metal arms should be avoided as they are cold to the touch and often a thinner diameter.

All counter heights are to be 34" above finished floor and all work surfaces should be 30" above finished floor or adjustable to such heights. Reception desks require a service portion to be 30" – 34" above finished floor for ADA accessibility.

Furniture and casework edges should have rounded corners and "bull nose" edges whenever possible to avoid injury.

Staff Space Furniture

Staff furniture should be durable and flexible.

Standard finishes should be used whenever possible to allow for greater flexibility and interchangeable parts and pieces within workstations, offices, and conference rooms. Standardization will also create a unified and equal feel to Civic Center staff work areas.

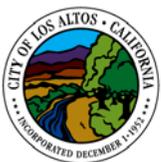
Whenever possible workstations and offices should be oriented to allow for computer monitors facing away from doorways and paths of travel.

Furniture should be selected based on the adjustability of the workstation to allow for the largest breadth of the population to use it.

Ergonomic issues should be addressed with furniture adjustability rather than specialty products in order to maintain a longer use life in the furniture piece.

SIGNAGE

Signage should be clear and easily read. Whenever possible universal and iconic graphics should be used on signage to serve a variety of language and literacy needs in the service population. Signage should support the desired Service Model by



II. Facility & Site Requirements

Standard Building Assumptions

reflecting the style and feel of existing town signage. Signage should be easily visible in all public areas and from the parking area. Signage throughout all Town departments and customer areas should be consistent in it's design and information level. All signage should be supported by intuitive architecture and site landscaping, as well as staff interaction.

RESTROOMS

Restrooms should be conveniently located to serve both public and staff. Restrooms should contain adequate fixtures to support the maximum size user group. Fixtures should be wall mounted and partitions should be ceiling hung to facilitate easier maintenance.

All ADA requirements should be exceeded within the restrooms. Convenience features such as a Purse/file shelf should be available for staff adjacent to sinks and within stalls. Secure staff areas should not be adjacent directly off of restroom cores. Some single use restrooms have been designated within secure or specialty areas. These are indicated within the program

SAFETY AND SECURITY

Security will be handled by primarily passive means with the exception of the Police Department. The Police Department will require defined physical separation with secure access to most areas in its space except the front lobby area.

The design of the space should allow for acoustical and visual separation between the public and staff spaces. The public should also be escorted back into the private spaces by a first point of contact staff member. Whenever possible the design of the space should support a transition area between the public and private areas, where staff and public can interact in a more private but short-term interactive process. Longer-term discussions with staff might be held in private staff areas.

The design should support the public's ability to witness their government at work, while allowing the staff enough privacy and lack of distraction to efficiently do their work.

Theatre Program Development and Assumptions

The programs range from City meetings to children's theatre to drama, perhaps including film, video and corporate rentals in the future, but the clear priority is for drama and musical comedy from the Los Altos Youth Theatre organization and a Community Theatre group (Bus Barn Theatre Group).

It seems clear that a proscenium (endstage) performance space with fixed, raked seating best suits all planned uses. The user representatives were in agreement that there is no demand for



II. Facility & Site Requirements

Standard Building Assumptions

flexibility of form or for variable acoustics. There is no vision for an extensive music program, so the recommended design goal is good acoustics designed for clarity of speech but not so “dry” as to preclude enjoyment of a music program.

The users very much wanted an orchestra pit with concealed access if possible within the final scope of the program and budget. It need only be large enough for 15 or so musicians, in keeping with the scale of the theatre as a whole.

The users all want 250 seats or fewer. The Bus Barn and LAYT representatives currently share the 99-seat Bus Barn Theatre space and they and their audiences appreciate that intimacy. While a new theatre inevitably attracts new patrons, neither group anticipates outgrowing a 200 to 250-seat theatre in the foreseeable future, nor does the City see a demand for more seats. Since LAYT is a youth program, a smaller theatre is appropriate for its untrained performers.

The preliminary layout for the theatre space places the audience in a fan-shaped seating layout, including four aisles for ease of access for the older patrons that make up the majority of Los Altos arts audiences. Sightlines will be maximized; two-row at least, one-row preferred. (One row sightlines allow seeing over the heads of the row immediately in front, two row sightlines allow vision between the heads of the row in front and over the heads two rows in front.)

Both theatre organizations need administrative space, rehearsal space, space to build and store scenery, props and costumes. Such spaces can be elsewhere within the community center in new or existing spaces, but consideration must be given to the method of transport to/from the theatre. Rehearsal space can be shared with other activities, but anticipated use by the two theatre groups indicates that it will likely be dedicated for theatre rehearsal use for the majority of the time.

The theatre facility will require dressing rooms, loading space, technical spaces and public amenities. The users recommend a complex including a shared makeup room with 15-20 lighted, mirrored makeup station and room for rolling costume racks, two dressing rooms, each with approximately 20 lockers for personal storage, and restrooms for each gender with 4-5 stalls, including one shower. No “star” dressing room was indicated to be required.



II. Facility & Site Requirements

Standard Building Assumptions

A green room for actor assembly and post-show receptions is required, and can also be used as a conference room, subscription work room, for production meetings, small rehearsals, etc. for the theatre groups or others when unoccupied.

Technical spaces include a control room adequate for 3 operators with large windows (one of which is operable), a tech deck location in the house (recessed receptacles for intercom, lighting control equipment, utility power, possibly an audio mixing console and possible a data outlet.) A "house mix" location to allow live mixing of stage sound will be designed for the seating area. This mix location may be temporary for use only when required and must be designed to be as unobtrusive as possible to patrons nearby.

Followspots, if used, will be operated from the second catwalk, which will be at least 4'-0" wide to accommodate fixtures and an operator.

Public amenities include a ticket office, lobby, restrooms, concessions space, a coat check, and a catering kitchen. The ticket office, lobby, concession sales counter and coat check should be dedicated to the theatre space, but the restrooms and catering kitchen can be shared if they are closely adjacent. Shared restrooms must be very close to be a viable solution.

The ticket office will require room for a staff person during the day plus one patron window for time-of-use sales and pick-ups. There should be an area for money handling that is not in sight of passers-by or window patrons.

The coat check can double as a secure place for usher's belongings and contain a cot and other first aid items, and can also provide a location for distribution of headsets for the assistive listening system.

Theatrical Equipment systems include:

- **Performance Lighting** – including lighting positions, catwalks and box booms; receptacles for performance lighting fixtures shall be distributed over stage, over audience, at side stage locations (box booms) and at stage walls. Exact configuration and number of receptacles and positions to be determined at beginning of design. Options include fixed electrics or break-outs over stage, number of catwalks or extent of tension grid



II. Facility & Site Requirements

Standard Building Assumptions

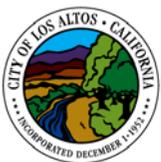
over house, number and configuration of box booms; exposed, concealed, with doors or without, floor pockets in stage or covered trough. The number and extent of the lighting system will also be determined, but it is expected that a dimmer-per-circuit system of 192 dimmers is the minimum likely for the theatre as currently described.

In addition the system will have networking capability, a control console sophisticated enough for users design needs, secondary control receptacles at a house tech desk location, a remote focus unit for technical rehearsal and other typical auxiliary controls.

- **Rehearsal Lighting** – incandescent work lighting with long-life lamps shall be provided for basic illumination of the stage during rehearsal without use of stage lighting control console or access to the control booth.
- **Work lighting** – Low voltage relay system for point-of-use and remote use and lockout of general illumination in spaces adjunct to the theatre, including rear corridor, vestibules, catwalks, box boom and any other location that requires high level illumination for work but can be seen by the audience and must remain dark during performance.
- **Cue lighting** – a system of receptacles and permanent and portable red and green-lenses small lighting fixtures which can be used to cue scenery changes (rigging rail), curtain calls, orchestra conductor cues, etc.
- **Stage Rigging and curtains** – Manually-operated, counterweighted rigging system to allow for vertical movement of scenery onstage. Programming to date indicates that a stage height sufficient to conceal stage drops but without a walking grid overhead will be adequate. This will eliminate the need for a fire curtain or upgraded construction for high-level fire separation but will require the use of a scaffold or large personnel lift for maintenance and repair of rigging elements.

No orchestra shell is included nor anticipated for the project.

- **Pit Cover** – Manually-operated plank system to create additional stage area when orchestra pit is not in use.



II. Facility & Site Requirements

Standard Building Assumptions

Supported by ledger at stage side and permanent railing at house side. Stores at pit floor when not in place.

- **Sound Reinforcement** – Main reinforcement system for stage sound. Consists of main speakers (cluster or line arrays), delay speakers (if required) monitor, speaker and microphone receptacles distributed throughout house and stage and other areas to be determined. Control via racks and a mixing console in the booth with auxiliary receptacles elsewhere.
- **Production communications** – two-channel system of wired and wireless headset and wall-mounted stations to provide communications for technical personnel. Locations include but are not limited to: Control room (master station), stage left, stage right, catwalks, followspot booth, box booms, loading gallery, locking rail, dressing rooms, scene shop, costume shop, box office and technical offices.
- **Assistive Listening** – Infrared or radio-frequency transmission of stage program to individual headsets or inductive loop receivers for use by hearing-impaired patrons.
- **Program monitor** – Distributes stage program to adjacent spaces including lobby, box office, administrative office, dressing rooms, green room and scenery and costume shops.
- **Effects Playback** – Playback for sound effects, incidental music etc. through main house reinforcement system. Exact equipment TBD.
- **Projection** – Appropriate projection equipment TBD, but most likely a motorized screen and LCD projector will be supplied.
- **Podium system** – An automated system for microphone, projection and reinforcement for events such as lectures and simple presentations shall be provided. The system will provide basic projection and audio controls without access to the control booth.



II. Facility & Site Requirements

Program Development and Assumptions

Civic Services

The following improvements and amenities were taken into account in the development of the Civic Services Program:

- Enhanced, Accessible Public Lobby and Staff / Public Interaction Space
- Upgraded, Accessible Public Restrooms
- Sufficient Offices for Current and Anticipated Staff Positions
- Increased Access to Conference Space for both Dedicated Staff Use and Staff/Public Interaction
- Enhanced City Council Chambers and Amenities

Compromises made with program reductions identified through discussions with City Staff, the Core Team and Advisory Committee included:

- Reduction in number of dedicated future offices as outlined in Initial Master Plan Program
- Building Materials Storage will be held Offsite (this is consistent with the existing condition)

Police

The following improvements and amenities were taken into account in the development of the Police Program :

- Enhanced Facility Structure to meet Current Essential Services Guidelines and other Applicable Codes
- Increased Staff and Evidence Materials Storage Areas within the Facility for Increased Security (This is Currently Stored Offsite)
- Provision of Appropriate Emergency Operations Center
- Upgraded Facilities for Processing Areas, including Separation of Male and Female Processing Areas

Community Center

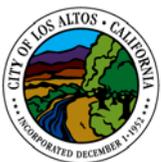
The following improvements and amenities were taken into account in the development of the Community Center Program :

- Increase in Program Rooms for Recreation Programming
- Enhanced Fitness Facilities
- Development of a Multi-Generational, Multi-Use Facility
- Enhanced and Increased Community Program and Event Spaces and Adjacent Storage Capacity
- Upgraded Food Services and Catering Area for Events
- Increased Recreation Administration & Support Space
- Upgraded, Accessible Restrooms and Facilities

Priorities were established for necessary Program reductions as follows:

- Space for Los Altos Recreation Programs was Prioritized
- A Shift to Market Rate Rental of Space for Partner Organizations was Identified

Factors considered in the analysis of number of Program Rooms



II. Facility & Site Requirements

Program Development and Assumptions

Multi-Purpose Theater

include:

- High Usage Times and Users for Multi-purpose Program Rooms
- Effect of Summer Program Capacity Requirements on Facilities
- Program Specificity, e.g. Art, Music, and Fitness to allow for ease in setup and maintenance of Program Rooms throughout the day, as well as provide the proper amenities in these spaces

The clear priority for the Theater is for drama and musical comedy from the Los Altos Youth Theatre organization (a City of Los Altos Recreation Program) and a Community Theatre group, but a variety of other types of uses were identified throughout the Programming process such as City meetings and lectures, children's theatre, drama, film, video, and future corporate rentals.

Based on current user needs and reasonable assumptions for attracting new patrons, the Theater Program is based on a 200 seat Multi-Purpose Theater.

The following improvements and amenities were taken into account in the development of the Multi-Purpose Program :

- Larger Theater – 200 Seats Compared to Current 99 Seats
- Full Fly Space or Modified Fly Space is Possible within Footprint
- Audience Support Spaces were Included (Box Office, Lobby, Concessions, Restrooms, etc.)
- Enhanced Performer Dressing/Toilet/Makeup Space
- Can Include Extended Theater Program Footprint on Site, as a Phased Future Option

Compromises made with necessary Program reductions:

- Scenery and Costume Construction and some Storage are Assumed to be Offsite (this reflects the existing condition)
- Theater Organization Offices would be Offsite
- Shared Dance/Rehearsal Spaces will not be dedicated, but will be shared use through the Community Center Program Spaces

Library

The Los Altos Library Services and Space Needs Assessment was conducted in May 2008 in parallel with the City of Los Altos Community Center Master Plan process. Information for the Library Program was adopted directly from these highly detailed reports.



II. Facility & Site Requirements

Program Development and Assumptions

The following improvements and amenities were developed in the Needs Assessment program and were carried through the Facility Program development:

- Enhanced Display of Books and Increased Capacity of Shelving
- Increased Seating Capacity by ~25% and Public Access Computer Stations by ~50%
- Inclusion of Space for Friends of the Library Storage and Sales
- Creation of Dedicated Children's Programming Space
- Increased Processing and Staff Space

The Facility Program also enhanced the program developed through the Library Needs Assessment Program to include necessary new facility increases such as expanded mechanical spaces and potential stair and elevator space, should the facility be built as a two-story building.

Swim Facility

The Los Altos Pool Foundation Environmental Impact Report and numerous additional documents were developed between 2004 and 2007. Information for the Swim Facility Program was developed at a Master Plan level directly from these highly detailed reports.

The following improvements and amenities were developed as part of the Pool EIR report and were carried through the development of the Facility Program:

- Full EIR Program was Included (from April 2004)
 - Two Pools
 - Water Play Feature
- Inclusion of Restroom and Locker Facilities
- Parking Requirements from Full EIR Program were Included (126 Spaces)

Exterior Spaces

A high priority for the community was the inclusion of significant green and open space, as well as large public gathering and smaller informal public gathering spaces. These were included in the Facility Program to accommodate these needs as expressed by the Community.

A strategy to address the need for more distributed parking in closer proximity to high traffic services and facilities was later developed along with site scenario planning and described in more detail in the sections to follow.



II. Facility & Site Requirements

Program Room Usage Analysis

Introduction

Information gathered from both current and proposed Recreation program identification and partner organization program requirements have guided the development of the program room space assignments. The proposed program spaces accommodate the functional uses identified in these program elements.

Small Program Room (1) at 700 sf

- High Usage During Daytime Hours M-F
 - Youth Education Programs
- Usage in Late Afternoon and Evening
 - Adult Community Education Classes
 - Community Organizations
 - Commissions and Committees Meetings
 - Potential for Expansion of Recreation Adult , Arts and Culture classes

Large Program Room (1) at 1,500 sf

- High Usage During Daytime Hours M-F
 - Program Space with Work Tables for Large Format Education Materials
 - Potential for Expansion of Recreation Program offerings

Small Multi-Purpose Room (1) at 2,500 sf

- Senior Lunches
- Potential for Expansion of Large Format Recreation classes
 - Children's Programming Year Round
 - Summer Camps

Multi-Purpose Room (1) at 5,000 sf

- High Usage during Morning & Evening hours for Dance/Fitness Classes
- Midday Usage and Summer Camps needing Larger Space
- Community Organizations Use
- Friday Evening Los Altos Youth Commission (LAYC) Dances / Weekend Events



II. Facility & Site Requirements

Program Room Usage Analysis

Art Program Rooms (3) at 1,000 sf each

- High Usage during daytime hours M-F
 - Youth Recreation Classes – Year Round
 - Community Education Classes – Year Round
 - Summer Camps
- Usage in early morning, afternoon, and evening
 - Community Art Clubs – Year Round
 - Potential for Expansion of Recreation Adult , Arts and Culture classes

Music Program Room (1) at 1,000 sf

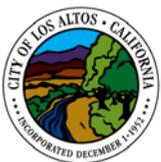
- Vocal Rehearsal space
- Musical Adult Theater

Fitness Program Rooms (2) at 1,000 sf each

- High Usage during Evening hours
 - Adult Fitness Programs (Step Aerobics, Yoga, etc.)
 - Children’s Dance and Ballet Share Usage during Midday Hours

Large Fitness Program Rooms (3) at 2,500 sf each

- High Usage during Morning and Evening hours
 - Adult Fitness Programs (Step and Aerobics in Morning / Karate in Evening)
- Midday Usage for Larger Format Space Needs
 - Music Classes – Year Round
 - Summer Camps
 - Potential for Expansion of Recreation Large Format Classes – Year Round



II. Facility & Site Requirements

Program Room Usage Analysis

Proposed Future Growth Strategies

Future growth in the facility and planned services for the Community Center has been outlined in the following strategies both as part of the Facility Program document development and through identified strategies through the remainder of the master Plan development:

- Dedicated document storage areas that are anticipated to become unused upon digitization of document storage have been sized modularly to allow conversion to flexible office space in the future.
- The program room use analysis has identified portions of room capacity that are not planned at this time and can be developed upon determination of anticipated programs.
- Office spaces for anticipated future employees and for volunteers and volunteer coordinators has been included in the program.
- Facility scenarios can explore program placement to allow for future growth as a driver for scenario development.



II. Facility & Site Requirements

Space Types

Facility Space Types

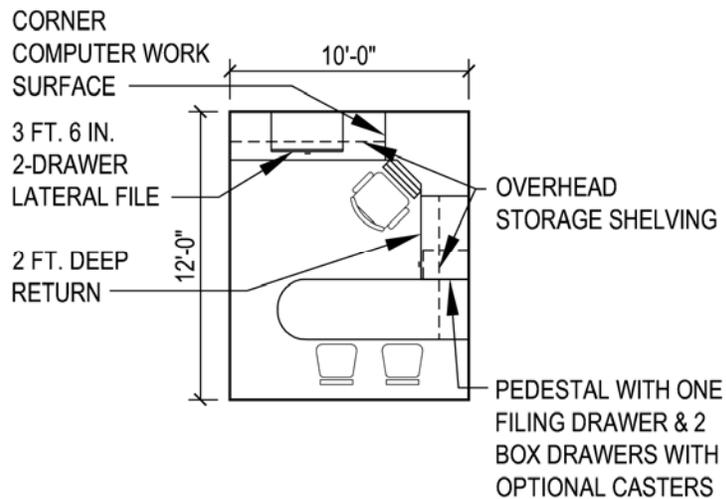
The following space type diagrams outline the typical space type layouts identified in the Facility Program document. These layouts allow for standardized planning for consistency of space allocation and flexibility for future program development.

WS-1

Standard Administrative Workstation

Staff, Dedicated

120 SF / 21 Linear Foot of Storage

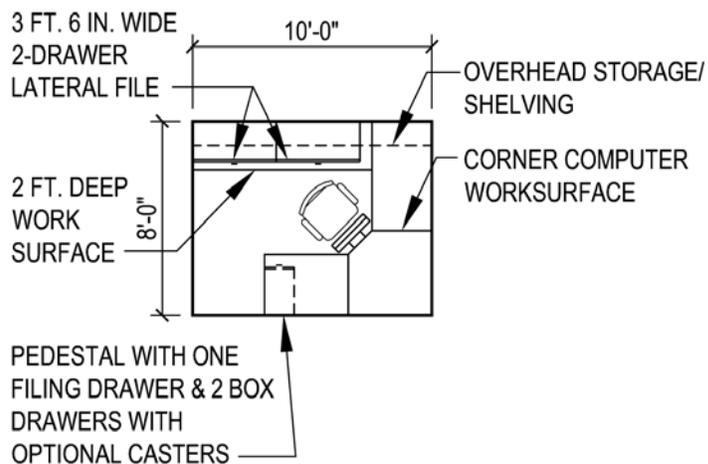


WS-2

Small Administrative Workstation

Staff, Dedicated

80 SF / 25 Linear Foot Storage



II. Facility & Site Requirements

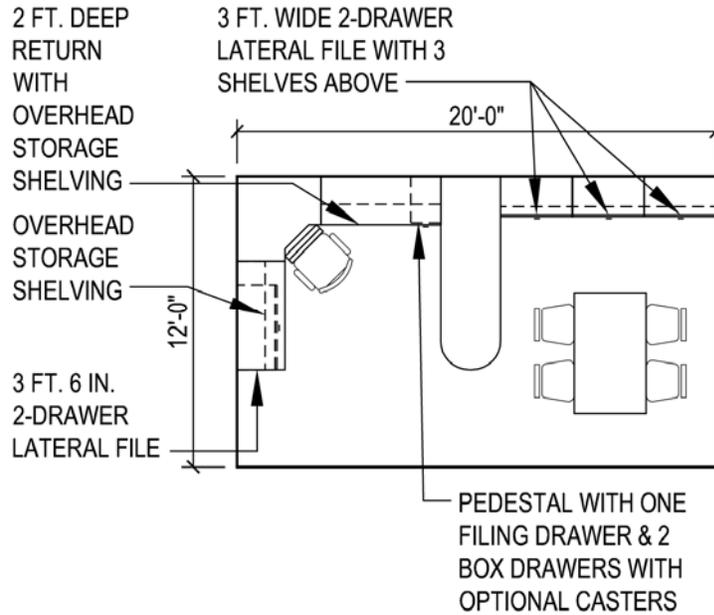
Space Types

O-1

Private Office

Staff, Dedicated 240 SF / 50.5 Linear Foot of Storage

Standard Private Office with 2 Visitor Chairs



II. Facility & Site Requirements

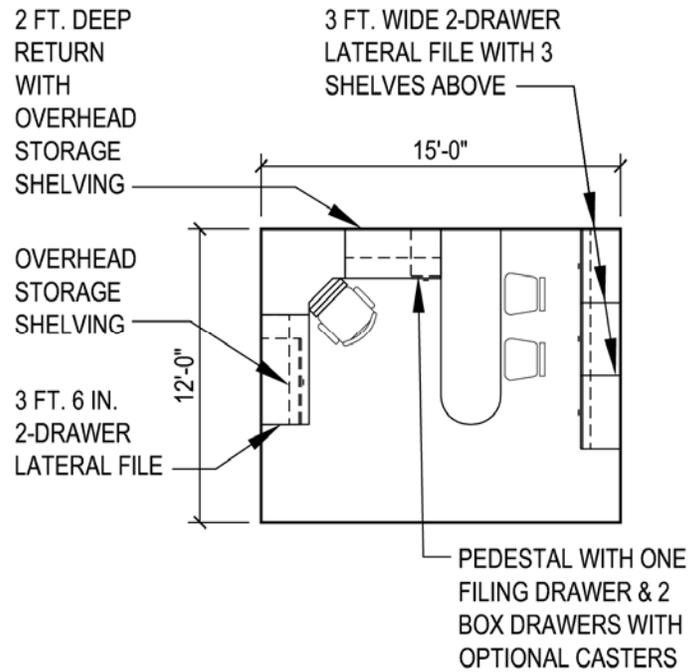
Space Types

O-2

Supervisory Private Office with Small Conference Area

Staff, Dedicated

180 SF / 62.5 Linear Foot of Storage



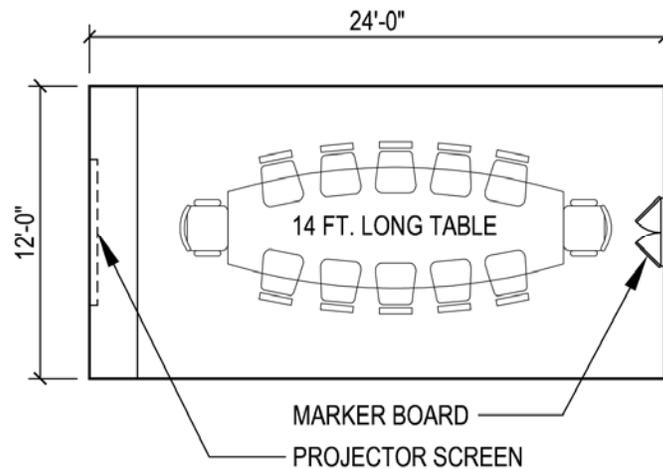
C-1

Small Conference

Staff, Shared

288 SF / 24 Linear Foot of Storage

Small Conference Room for 4-6 people



III. Spatial Relationships

Functional Relationship Diagrams

The diagrams in this section illustrate the desired functional relationships between spaces and zones of activity within the Los Altos Community Center. The function and square footage of each space represented in the diagrams is located in the Master Program Summary in the previous section. These diagrams do not represent a floor plan configuration, as site opportunities and constraints and the design process will create the final floor plan. However, the diagrams do represent the required relationships between spaces that must be considered in the design process.

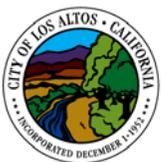
Abstract Spatial Relationships

The first diagram shows the relationships between larger zones of activity and related usage. Please note that the size of each ellipse is not relational to the square footage contained in the space. The program areas are color coded to represent their relationship to the service model.

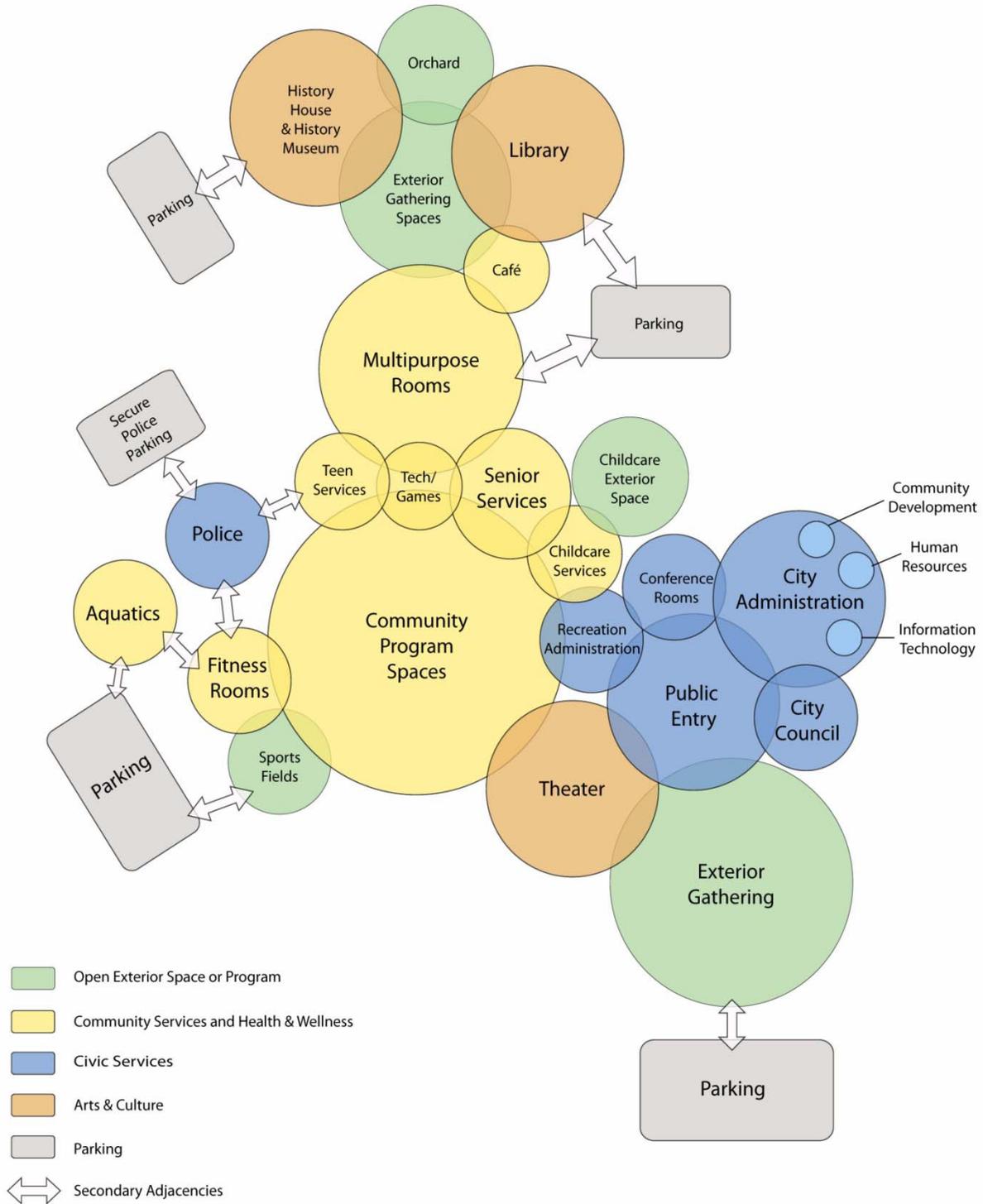
Each shape represents a specific area or department in the building program document. A bold line between two shapes delineates a primary adjacency, or a strong desire for two spaces to be in very close proximity to each other. A thinner, solid line represents a secondary adjacency, and a dotted line represents line of sight requirements (visual access) between two spaces.



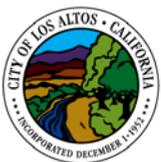
III. Spatial Relationships



III. Spatial Relationships



III. Spatial Relationships



IV. Facility Program

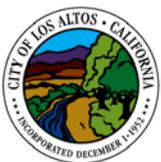
Introduction

The attached exhibits describe the Draft Facility Program document for the Community Center Master Plan. Included are the **Facility Program Master Summary**, which includes a table of contents to outline the format of the **Facility Program Space Summary**, which outlines the individual spaces and their specifics.

These documents are drafts and will be refined as the development of the Facility Scenario process progresses. This Facility Program outlines the full anticipated program to accommodate the needs identified by the community and staff and directed for development by the City Council, but all elements will not necessarily be accommodated in the final Master Plan site layout.



IV. Facility Program



Community Center Master Plan | Facilities

1 Community Services

- A. Library
 - 01. Information and Customer Service
 - 02. Lifelong Learning and Enrichment
- B. Arts and Culture
 - 01. Public Exhibits
 - 02. Theater
- C. Recreation and Leisure
 - 01. Community Programs
 - 02. Indoor Fitness
- D. Multigenerational Resources
 - 01. Teen and Youth Services
 - 02. Senior Services
 - 03. Children's Services
 - 04. Community Referral
 - 05. Entertainment
- E. Interior Gathering Spaces
 - 01. Social/Meeting Space
 - 02. Ancillary Facilities
- F. Food Services
 - 01. Kitchens
 - 02. Café

2 Civic Services

- A. Community Engagement and City Government
 - 01. Information Services
 - 02. Council and Commissions
 - 03. City Clerk
- B. City Administration
 - 01. City Manager
 - 02. Finance
 - 03. Information Technology
- C. Community Development
 - 01. Economic Development
 - 02. Building/Planning
- D. Engineering
 - 01. Engineering Department
- E. Library Staff and Operations
 - 01. Staff Workspace
 - 02. Operational Support Spaces
- F. Recreation Administration
 - 01. Department Administration
 - 02. Recreation Support
 - 03. Senior Administration
- G. Administrative Support Space
 - 01. Copy/Print/Distribution
 - 02. Storage
 - 03. Staff Social Gathering

3 Police

- A. Departmental Administration
 - 01. Chief of Police
 - 02. Public Reception



Community Center Master Plan | Facilities

3 Police

- 03. Support Services
- B. Prevention Services
 - 01. Crime Prevention
 - 02. Volunteer Program
- C. Intervention Services
 - 01. Investigative Services
 - 03. Emergency Management
 - 04. Records and Communications
- D. Enforcement Services
 - 01. Patrol Services
 - 02. Code Enforcement
 - 03. Traffic Services
 - 05. Property and Evidence
 - 06. Exterior Support Space
 - 07. Intake and Processing Area

4 Facilities Support

- A. Facilities Auxiliary Spaces
 - 01. Facility Operations

Community Center Master Plan | Site

5 Community Services (Exterior)

- A. Outdoor Community
 - 01. Orchard
 - 02. Outdoor Gathering Spaces
- B. Outdoor Recreation
 - 01. Outdoor Fitness
 - 02. Sports Fields
 - 03. Aquatics
 - 04. Ancillary Facilities

6 Parking and Site Circulation

- B. Parking
 - 01. On-site Parking

1 Community Services

The Community Services site component encompasses all the interior spaces where the public accesses primary services at the site. These services include Library, Arts and Culture, Recreation and Leisure and Multi-generational Resources. Administrative support spaces for these services are located in the separate site component Civic Services.

Multi-purpose Resources encompasses all the shared interior gathering spaces available for use by Community Center staff and the Community. It includes multi-purpose spaces and conference areas of varying sizes, and kitchen and catering facilities for the entire site.

Please note that the Library program content reflects greater detail than the master plan level of information for other site components and departments. The Los Altos Library Services and Space Needs Assessment dated May of 2008 contains a depth of information, which is presented in this document. The total square footage for library spaces is larger than the needs assessment, due to the master plan assumption of identifying total need and potential new facilities. The Needs Assessment approach identified additional square footage necessary, but assumed adaptive reuse of the existing building.

A. Library A.01. Information and Customer Service

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.A.01.01	Materials Return Meet requirements of Santa Clara County specific automated materials handling equipment (direct feed) with separate print, and media (AMH) slots, as well as one manual feed slot. Dependent upon building design and configuration, a separate set of interior slots may be required. Located at exterior of building adjacent to entrance, with direct feed to automated materials handling area.	Dedicated, Public		1	50	50
1.A.01.02	Entrance and Lobby Materials security between lobby space and materials - interstitial space allows access to Program Room, Tech Lab and Restrooms after hours.	Shared, Public		1	200	200
1.A.01.03	Information / Service Desk Adjacency and line of sight to materials security, lobby, teen area and online catalogs.	Dedicated, Public		1	200	200
1.A.01.04	Laptop and Device Fleet Parking and Checkout Docking stations for laptops and other future devices loaned for in-library use. Adjacent to Information / Service Desk.	Dedicated, Staff		1	30	30
1.A.01.05	Distributed Catalog Access Computers Distributed adjacent to collections.	Dedicated, Public		6	20	120
1.A.01.06	Media Access Zone (4) Listening / Viewing and Download Stations (35 sf/unit) = 140 s.f. (N/A Addendum page 9)	Dedicated, Public		1	140	140
1.A.01.07	Collaborative Multimedia Stations (4) multi-media rich stations (40 sf/unit) = 160 s.f.	Dedicated, Public		1	160	160



A. Library
A.01. Information and Customer Service

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.A.01.08	Children's Services Desk Not a primary workspace. Adjacent to children's collections and seating, with line of sight to computers, and tween space. Provide low counter and seating.	Dedicated, Public		1	100	100
1.A.01.09	Self-serve Reserves (18) SF sections (9.4.sf/unit) = 170 s.f.			1	170	170
1.A.01.10a	Self-check Stations and Queuing (6) self check machines (45 sf/unit to include queuing) = 270 s.f.			1	270	270
1.A.01.10b	Self-check Stations and Queuing (Children's) If desired, provide (2) self check machines (45 sf/unit to include queuing) = 90 s.f. adjacent to children's area. Otherwise, collocate with other self checks, see 1.A.01.10a above.	Dedicated, Public		1	90	90
1.A.01.11	Account Creation / Management Station			1	45	45
1.A.01.12	Friend's Bookstore Bookstore and display shelving. Line of sight to Information Desk and adjancencies to Friends Processing and Storage is desired.	Dedicated, Public		1	400	400
1.A.01.13	Community Information Casework with display area.	, Public		1	50	50

A. Library
A.02. Lifelong Learning and Enrichment

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.A.02.01	New Books Browsing Collection on freestanding and wall mounted units = 1024 s.f. (Refer to Library Services and Space Needs Assessment SF Calculation Addendum page 5)	Dedicated, Public		1	1,030	1,030
1.A.02.02	Media Adult CDs - (13) DF browsing units to accommodate existing 7,000 item collection and 20% increase (40 sf/unit) = 520 s.f. (N/A Addendum page 7) Adult Audio Books - (18) SF standard full height shelving units to accommodate existing collection and 25% increase (9.4 sf/unit) = 170 s.f. (N/A Addendum page 8) Adult DVDs - (15 mid-height display units (66" high with 4 shelves / section) each accommodating 480 DVDs (108 sf/unit) = 1620 s.f. (N/A Addendum page 8)	Dedicated, Public		1	2,310	2,310
1.A.02.03	Children's New Books (2) New book browsing units (mid-height merchandising shelving 108 sf/unit) = 216 s.f. (N/A Addendum page 2)	Dedicated, Public		1	220	220



A. Library						
A.02. Lifelong Learning and Enrichment						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.A.02.04	Children's and Tween Print Collections and Reference Resources (307) SF shelving units (9.4 sf/unit) at 66" and 45" high = 2886 s.f.. (N/A Addendum page 2)	Dedicated, Public		1	2,890	2,890
1.A.02.05	Children's Table Seating (12) seats at tables (20 sf/seat) = 240 s.f.	Dedicated, Public		1	240	240
1.A.02.06	Family Seating (12) seats in oversized chairs and sofas (30 sf/seat) = 360 s.f.	Dedicated, Public		1	360	360
1.A.02.07	Children's Lounge Seating (11) small lounge or child friendly seating (25 sf/unit) = 275 s.f.	Dedicated, Public		1	280	280
1.A.02.08	Toddler and Child Computer Workstations (5) toddler and child computer workstations (25 sf/unit) = 150 s.f.	Dedicated, Public		1	150	150
1.A.02.09	Storytelling Room To accommodate 80 seated on the floor, with space for stroller parking as well as space for puppet shows, etc..	Dedicated, Public		1	1,000	1,000
1.A.02.10	Tween Table Seating (20) seats at tables (25 sf/seat) = 500 s.f.	Dedicated, Public		1	500	500
1.A.02.11	Tween Lounge Seating (10) seats (30 sf/seat) = 300 s.f.	Dedicated, Public		1	300	300
1.A.02.12	Tween Computers (7) computer workstations (35 sf/unit) = 245 s.f.	Dedicated, Public		1	250	250
1.A.02.13	Teen Lounge Seating (20) lounge type seats (30 sf/seat) = 600 s.f. Adjacent to teen collections, computers and other seating.	Dedicated, Public		1	600	600
1.A.02.14	Teen Computers (9) computer workstations (35 sf/unit) = 315 s.f. Adjacent to teen collections, and seating.	Dedicated, Public		1	320	320
1.A.02.15	Teen Group Study (20) seats at tables (25 sf/seat) = 750 s.f. Adjacent to teen collections, computers and other seating.	Dedicated, Public		1	500	500
1.A.02.16	Reference Collection (15) SF sections (9.6 sf/unit) = 144 s.f. (Refer to N/A Addendum page 3)	Dedicated, Public		1	150	150
1.A.02.17	Language Collections (35) SF sections (9.4 sf/unit) = 329 s.f. Refer to N/A Addendum page 7.	Dedicated, Public		1	330	330

A. Library					
A.02. Lifelong Learning and Enrichment					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
1.A.02.18	Fiction, Non-Fiction and Miscellaneous Collections Includes teen collections, to be located adjacent to teen seating, computers and study room. Assumes 20% increase in collection, to approximately 122,000 volumes. Specific shelving to be determined. Space allocation has been calculated assuming shelving to average 15 items/s.f.	Dedicated, Public		1	8,200 8,200
1.A.02.19	Magazines and Newspapers with Back Files (12) 3' sections of display shelving, with capacity for back files below current issues (12 sf/unit) = 144 s.f. (N/A Addendum page 10). Adjacent to Reading Room (Quiet Area)	Dedicated, Public		1	150 150
1.A.02.20	Adult Research Table Seating ,(36) table seats (25 sf/seat) = 900 s.f. Provide some two seat tables against walls, as carrels, etc. to accommodate tutoring.	Dedicated, Public		1	900 900
1.A.02.21	Distributed Lounge Seating (50) lounge seats distributed throughout collections (35 sf/seat) = 1750 s.f.	Dedicated, Public		1	1,750 1,750
1.A.02.22	Reading Room Enclosed, visible space to accommodate 24 seated in lounge and table seating. 12 lounge seats (35 sf/unit) and 12 table seats (30 sf/unit).	Dedicated, Public		1	780 780
1.A.02.23	Adult Computers (11) computer workstations (35 sf/unit) = 385 s.f. Adjacent to adult collections and seating.	Dedicated, Public		1	390 390
1.A.02.24	Adult Group Study To accommodate conference table and 6 to 8 seats.	Shared, Public		1	150 150
1.A.02.25	Technology Lab To accommodate 25 workstations configured for individual or partnered use. Additional Instructor Workstation included. Multi-purpose use to support other Community Services. Potential Dedicated Hours for Staff Training. HVAC to accommodate technology. Projections Screen	Multi-purpose, Public		1	1,000 1,000
1.A.02.26	Program Room To accommodate 150 seats (15 sf/seat) = 2250, with presentation space and adjacent storage.	Multipurpose, Public		1	2,400 2,400

A. Library Subtotal					
		Total Staff			
				Sum N.S.F.	29,175
				Grossing Factor	1.20
				Dept G.S.F.	35,010



B. Arts and Culture					
B.01. Public Exhibits					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
1.B.01.01	History House Existing to Remain				
1.B.01.02	History Museum Existing To Remain				
1.B.01.03	Sister City Display Located in Council Chambers Lobby	Dedicated, Public		1	50 50
1.B.01.04	Public Sculpture Final SF to be Determined upon Finalization of Public Art and Preferred Locations	Dedicated, Public		1	200 200

B. Arts and Culture					
B.02. Theater					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
1.B.02.01	Stage and House Includes stage, (2) wings, one w/ rigging, trap room, cross over corridor, seating area, apron, forestage/orchestra pit			1	5,400 5,400
1.B.02.02	Audience Support Includes lobby, ticket booth, coat check, concessions space, warming kitchen			1	1,340 1,340
1.B.02.06	Storage Identified Storage	Dedicated, Staff		1	1,000 1,000
1.B.02.08	Performer Support Includes Men's dressing/toilet, Women's dressing/toilet, makeup room	Dedicated, Staff		1	1,000 1,000
1.B.02.09	Production Support Includes Sound/lights control, costume construction, scenery construction, wardrobe maintenance, staging/loading	Dedicated, Staff		1	400 400
1.B.02.10	Utility Space Includes dimmer room, sound equipment room, rigging pit	Dedicated, Staff		1	460 460

B. Arts and Culture Subtotal					
		Total Staff			
				Sum N.S.F.	9,850
				Grossing Factor	1.15
				Dept G.S.F.	11,328



C. Recreation and Leisure						
C.01. Community Programs						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.C.01.01	Small Program Room (Rascal Room) Accommodate 12-15 people Intimate learning environment White Boards, AV equipment, Desk Size Tables, Projection Screen	Multipurpose, Public		1	700	700
1.C.01.02	Large Program Room Accommodate seating for 30 at Work Tables Primary Users: Senior sewing Classes, and large format Recreation classes AV access, white board, special power requirements Cubbies for personal belongings, Projection Screen	Shared, Public		1	1,500	1,500
1.C.01.03	Standard Program Room Accommodate classroom seating for 30 Primary Users: Easy wayfinding and adjacency to Senior Services All rooms to have adjacency to Public Entry AV access, white board Cubbies for personal storage, Projection Screen	Multipurpose, Public		3	1,000	3,000
1.C.01.04	Art Program Room utility sink, in room lockable storage cabinets	Shared, Public		2	1,000	2,000
1.C.01.05	Music Program Room Vocal Rehearsal space and Musical Adult Theater Classroom Acoustic Treatment	Dedicated, Public		1	1,000	1,000
C. Recreation and Leisure						
C.02. Indoor Fitness						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.C.02.01	Fitness Program Room Primary Users: Seniors and Outsourced Fitness Classes Adjacency to Public Lockers and Rascal Room Dance Floor, mirror wall Cubbies for personal belongings	Shared, Public		2	1,000	2,000
1.C.02.02	Large Fitness Program Room Seniors and Outsourced Fitness Classes Adjacency to Public Lockers and Rascal Room Dance Floor, mirror wall Cubbies for personal belongings	Shared, Public		1	2,500	2,500
1.C.02.03	Fitness Equipment Room Potential dedicated hours for different groups (Staff, Seniors, Teens, etc.) Includes check-in and oversight by City staff Fitness equipment; accommodate low impact equipment (no tripping hazards, and no treadmills) for Seniors	Dedicated, Public		1	2,000	2,000



C. Recreation and Leisure						
C.02. Indoor Fitness						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.C.02.04	Locker Room	Dedicated, Staff		2	370	740
	63 staff					
	Showers					
C. Recreation and Leisure Subtotal			Total Staff		Sum N.S.F.	15,440
					Grossing Factor	1.40
					Dept G.S.F.	21,616



D. Multigenerational Resources
D.01. Teen and Youth Services

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.D.01.01	Teen Lounge Lounge seating for 10-12 Adjacency to Library, Indoor Fitness, Game Room, and Card Room Separate Entry (desired) Computer Gaming Workstations for individual or partnering; large format monitor	Dedicated, Public		1	630	630

D. Multigenerational Resources
D.02. Senior Services

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.D.02.01	Senior Lounge Lounge seating for 10-12 Adjacency to Refreshment Bar, and Card Room; Adjacency to Restrooms, sheltered exterior area for waiting, Volunteer Receptionist, and Volunteer Travel Coordinator Accommodate 4 Technology workstations Computer workstations Fireplace (desired) Puzzle Tables (2-3 card tables) Card Table (6-8 players) Transitional lighting from outside Separate Entry (desired) Bookshelves and Magazine Rack	Dedicated, Public		1	1,000	1,000

D. Multigenerational Resources
D.03. Children's Services

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.D.03.01	Children's Program Room Designed for children's programming	Dedicated, Public		2	900	1,800
1.D.03.02	Childrens Toilets Adjacency to Children's Program Space			4	18	72
1.D.03.03	Adult Toilet (Children's Sp.) Adjacency to Children's Program Space			1	60	60

D. Multigenerational Resources
D.04. Community Referral

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.D.04.01	Counseling Room Primary Users: Seniors and Teens Accommodate conference for 4-6 people	Shared, Staff		2	120	240



D. Multigenerational Resources
D.05. Entertainment

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.D.05.01	Game Room	Shared, Public		1	830	830
	Primary User: Teen Secondary User: Seniors Adjacency to Senior Lounge and Teen Lounge Room can be divided into two smaller rooms or used as one larger space Pool Table Ping Pong Table Foosball Table Game consoles AV and data access, special electrical Dividing partition					
1.D.05.02	Card Lounge	Shared, Public		1	730	730
	Primary User: Seniors Adjacency to Senior Lounge and Teen Services 8-10 32" x 32" card tables Seating Capacity for 32-40					

D. Multigenerational Resources Subtotal

Total Staff	
Sum N.S.F.	5,362
Grossing Factor	1.40
Dept G.S.F.	7,507



E. Interior Gathering Spaces
E.01. Social/Meeting Space

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.E.01.01	Multi-purpose Room Potential dedicated hours for different user groups. Room can be divided into two smaller rooms or used as one larger space to accommodate up to 300-400 people (banquets and LAYC dances) Verify s.f. needs Dividing partition	Multipurpose, Public		1	5,000	5,000
1.E.01.02	Small Multi-purpose Room Adjacent to Instructional Kitchen	Multipurpose, Public		1	2,500	2,500
1.E.01.03	Small Conference Room Primary Users: City Admin., Senior Services, Community Development/Engineering, Recreation, Police Conference Table and seating to Accommodate 4-6	Shared, Staff		5	120	600
1.E.01.04	Medium Conference Room Primary Users: Recreation and City Admin. Adjacent to Council Chambers for closed sessions Adjacency to restrooms with acoustical separation and dedicated refreshment bar Conference Table and seating to Accommodate 12-15	Shared, Staff		1	320	320
1.E.01.06	Small Public Conference Room For more confidential interaction with public access adjacent to Lobby Primary Users: Community Development/Engineering with adjacency to Public Counters; adjacency to Police Lobby plan layout space; large format monitors	Shared, Public		1	120	120

E. Interior Gathering Spaces
E.02. Ancillary Facilities

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.E.02.01	Multipurpose Room Storage Adjacent to Multipurpose Rooms For Tables and Chairs Banquet Setup and Lecture Setup Main- 42 tables, 715 chairs Small- 21 tables, 358 chairs	Multipurpose, Staff		1	516	516
1.E.02.02	General Conference Storage Accommodates general supplies, media carts, etc. for program rooms, conference rooms and multi-purpose rooms			6	70	420



E. Interior Gathering Spaces Subtotal

Total Staff

Sum N.S.F.	9,476
Grossing Factor	1.40
Dept G.S.F.	13,266



F. Food Services
F.01. Kitchens

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.F.01.01	Refreshment Bars Users: City Admin (2), Council Chambers, Community Development/Engineering, Recreation, Seniors, Teens Adjacent to Program Rooms and Conference Rooms Seniors-area for food donations	Dedicated, Staff		4	40	160
1.F.01.02	Program Kitchen Preparation for Senior Lunch Program Adjacent to Standard Program Room for shared use Adjacent to Medium Exterior Gathering Nutrition Education and Cooking Classes for Seniors, Adults, Teens and Youth Demonstration/ Instructional Setup	Shared, Public		1	270	270
1.F.01.03	Barbecue Area Adjacency to Catering Kitchen Adjacency to Medium Public Gathering Space Large Gas Grill, power	Shared, Public		1	65	65
1.F.01.04	Multipurpose Room Catering Kitchen Adjacent to Multipurpose Room	Shared, Staff		1	600	600
1.F.01.05	Bulk Food Storage Adjacent to Lockable Refrigerator for senior lunch program bulk storage	Shared, Public		1	100	100

F. Food Services
F.02. Café

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
1.F.0201	Catering Area Adjacent to or linked with Pool Concession Area Adjacent to Library	Shared, Public		1	600	600

F. Food Services Subtotal

Total Staff		
	Sum N.S.F.	1,795
	Grossing Factor	1.40
	Dept G.S.F.	2,513



1 Community Services Total Staff and Square Footage Allocation

Total Staff

D.G.S.F.	91,240
Building Grossing Factor	1.15
Gross Square Footage	104,926



2 Civic Services

The Civic Services site component encompasses all the interior spaces where the Community engages in official City business and accesses City information. This site component also includes all the administrative work and support areas for City Administration, Community Development, Engineering, and Recreation.

**A. Community Engagement and City Government
A.01. Information Services**

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.A.01.01	Lobby Adjacency to Program Rooms and Exterior Informal Waiting Space Adjacency to Public Restrooms Children's play corner Information Kiosks for self service data and electrical requirements Waiting Seating and Occasional Tables	Multipurpose, Public		1	500	500
2.A.01.02	Reception/Information Counter Adjacent to Lobby Accessible Counter for staff interaction; swivel monitors; under counter storage	Multipurpose, Public		1	200	200
2.A.01.03	Cashier Adjacency to Community Development/ Engineering Public Counter and Lobby	Dedicated, Public		1	60	60
2.A.01.04	Community Development /Engineering Public Counter Adjacency to Lobby; Adjacency to Cashier (at the end of the counter) Single point of contact for public	Dedicated, Public		1	450	450

**A. Community Engagement and City Government
A.02. Council and Commissions**

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.A.02.01	Council Chambers Estimated number: Accommodates seating for approximately 200 public and Council seating and Staff/Speaker area AV, webcasting, special electrical and data requirements, roll up projection screen, fixed theater seating, special Council seating and podium/lectern	Multipurpose, Public		1	2,000	2,000
2.A.02.02	Council Chambers Lobby Adjacency to Council Chambers Near public restrooms			1	350	350



A. Community Engagement and City Government						
A.03. City Clerk						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.A.03.01	Records Room Adjacency to Records Coordinator secure, open shelving, climate control, fireproof, pc and scanner	Dedicated, Staff		1	180	180
2.A.03.03	City Clerk Adjacency to Shared Conference Room	Dedicated, Staff		1	160	160
2.A.03.04	Volunteer	Shared, Staff		1	80	80
2.A.03.05	Volunteer Coordinator	Dedicated, Staff		1	80	80
A. Community Engagement and City Government Subtotal						
			Total Staff			
					Sum N.S.F.	4,060
					Grossing Factor	1.35
					Dept G.S.F.	5,481



B. City Administration
B.01. City Manager

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.B.01.01	Assistant City Manager Adjacent to City Manager Near IT Manager and HR Manager	Dedicated, Staff		1	120	120
2.B.01.02	City Manager	Dedicated, Staff		1	160	160
2.B.01.04	Executive Administrative Assistant Adjacency to City Manager; Adjacency to Central Copy Area Adjacency to Building/Planning Executive Assistant	Dedicated, Staff		1	80	80
2.B.01.05	Flexible Work Office Drop-in office for Mayor and City Attorney use	Shared, Staff		1	80	80

B. City Administration
B.02. Finance

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.B.02.01	Document Vault Storage Adjacent to Financial Storage; For paper backup Dedicated printer Secure	Dedicated, Staff		1	120	120
2.B.02.02	Financial Services Enclosed space with 3 workstations for Accounts Payable, Accounts Receivable & Payroll, Accounting Tech.; Adjacency to Vault and Finance Services Manager's Office Locked Door; safe, printer	Dedicated, Staff		1	400	400
2.B.02.03	Human Resources Technician Adjacency to Shared Conference Room and Reception. Need to maintain openness to Staff	Dedicated, Staff		1	120	120
2.B.02.04	Human Resources Manager Adjacency to Shared Conference Room and Reception. Need to maintain openness to Staff	Dedicated, Staff		1	120	120
2.B.02.05	Finance Director Adjacency to Finance Staff			1	120	120
2.B.02.07	Finance Services Manager Adjacency to Shared Conference Room Adjacent to Accounts Payable/ Receivable	Dedicated, Staff		1	80	80



B. City Administration						
B.03. Information Technology						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.B.03.01	Storage Preparation and Rollout 20-30 rollouts at a time Upper and lower cabinets	Dedicated, Staff		1	200	200
2.B.03.02	IT Assistant Adjacency to Server Room	Dedicated, Staff		1	80	80
2.B.03.03	IT Manager Adjacency to Finance, Shared Conference Room and Server Room	Dedicated, Staff		1	80	80
B. City Administration Subtotal						
			Total Staff			
				Sum N.S.F.		1,760
				Grossing Factor		1.35
				Dept G.S.F.		2,376



C. Community Development						
C.01. Economic Development						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.C.01.01	Community Development Director Adjacency to City Manager, Finance Director and shared conference	Dedicated, Staff		1	120	120
2.C.01.02	Economic Development Coordinator Secure filing Cabinets	Dedicated, Staff		1	80	80
C. Community Development						
C.02. Building/Planning						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.C.02.01	Plan Check Station Large format monitors OR 60"wide x 36"deep drafting/light table and worktable	Shared, Staff		4	20	80
2.C.02.02	Planning Services Manager Adjacency to Shared Conference Room	Dedicated, Staff		1	120	120
2.C.02.03	Building Official	Dedicated, Staff	1	1	120	120
2.C.02.04	Assistant Planner	Dedicated, Staff		2	80	160
2.C.02.05	Associate Planner	Dedicated, Staff		1	80	80
2.C.02.06	Permit Technician	Dedicated, Staff		2	80	160
2.C.02.07	Contract Inspector	Dedicated, Staff		1	80	80
2.C.02.08	Building Inspector Accommodate plan layout space and personal storage Privacy for making phone calls Adjacency to Building Inspector Review Station	Dedicated, Staff		4	80	320
2.C.02.09	Executive Assistant Adjacency to City Admin. Executive Assistant	Dedicated, Staff		1	80	80
2.C.02.10	Office Assistant Adjacency to Executive Assistant	Dedicated, Staff		1	80	80
2.C.02.11	Unassigned Workstation Users: Volunteer, Summer Intern, Fire Marshall	Shared, Staff		1	80	80
2.C.02.12	Drawing Storage For Rolled Drawings Sets in Progress Adjacency to Executive Assistant and Permit Technician	Dedicated, Staff		1	60	60
2.C.02.13	Building Inspector Review Station Adjacent to Building Inspector 42"wide x 30"deep drafting/light table	Shared, Staff		1	20	20

C. **Community Development Subtotal**

Total Staff	1		
		Sum N.S.F.	1,640
		Grossing Factor	1.35
		Dept G.S.F.	2,214



D. Engineering					
D.01. Engineering Department					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
2.D.01.01	Senior Engineer	Dedicated, Staff		1	80 80
2.D.01.02	Engineering Services Manager Adjacency to Finance Services Manager and Shared Conference Room	Dedicated, Staff		1	120 120
2.D.01.03	Executive Assistant	Dedicated, Staff		1	80 80
2.D.01.04	Engineering Technician	Dedicated, Staff		2	80 160
2.D.01.05	Junior Engineer	Dedicated, Staff		1	80 80
2.D.01.06	Assistant Engineers	Dedicated, Staff		2	80 160
2.D.01.07	Transportation Engineer	Dedicated, Staff		1	80 80
2.D.01.08	Associate Civil Engineer			2	80 160
2.D.01.10	Unassigned Workspace Users: Volunteer, Summer Intern	Shared, Staff		1	80 80
2.D.01.111	Resource Library Shared with Community Development	Dedicated, Staff		1	30 30
2.D.01.12	Plan Layout Space	Shared, Staff		1	20 20

D. Engineering Subtotal

Total Staff

Sum N.S.F. 1,050
 Grossing Factor 1.35
Dept G.S.F. 1,418



E. Library Staff and Operations						
E.01. Staff Workspace						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.E.01.01	Community Librarian Office	Dedicated, Staff	1	1	120	120
2.E.01.02	Circulation Service Librarian Office Adjacency to Circulation staff workspace and Customer Service desks.	Dedicated, Staff	1	1	120	120
2.E.01.03	Adult Services Librarian Office	Dedicated, Staff	1	1	120	120
2.E.01.04	Children's Services Librarian Office	Dedicated, Staff	1	1	120	120
2.E.01.05	Staff (Shared and Dedicated) Workstations Includes workstations of differing configurations (counterspace and traditional).	, Staff	17	17	80	1,360
2.E.01.06	Volunteer Multi-use Station	Multipurpose, Staff		1	80	80
2.E.01.07	Conference Room To accommodate 12 to 14 staff. Adjacent to staf workspace. Dependent upon future operational agreements, maybe shared with City Administration.	Shared, Staff		1	360	360
2.E.01.08	Staff Lockers	Dedicated, Staff		1	50	50
2.E.01.09	Staff Break Room Includes refrigerator, sink and counter space, and café seating for 6 to 8.	Dedicated, Staff		1	250	250
E. Library Staff and Operations						
E.02. Operational Support Spaces						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.E.02.06	Friends Processing and Storage 250 s.f. donation intake and stagin 625 s.f. sorting and processing 500 s.f. boxed storage 150 s.f. workspace Adjacency to Friends Bookstore and Service/Delivery Entrance desired.	Dedicated, Staff		1	1,530	1,530
2.E.02.07	Program Storage Storage space, adjacent to program room, for program supplies, materials and props.	Dedicated, Staff		1	150	150
2.E.02.09	Service / Delivery Entrance	Dedicated, Staff		1	0	0
2.E.02.10	Temporary Storage and Delivery Staging Area	Dedicated, Staff		1	80	80
2.E.02.11	Departmental Supply Storage	Dedicated, Staff		1	150	150

E. Library Staff and Operations
E.02. Operational Support Spaces

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.E.02.12	Materials Handling Equipment and Book Cart Garage	Dedicated, Staff		1	800	800
	Configured for straight run of conveyer from materials drops to sorting equipment (no turns). Adjacent space to park additional sorting carts to replace full carts and maintain ongoing operation. Space includes accommodation for future RFID equipment.					

E. Library Staff and Operations Subtotal

Total Staff	21		
		Sum N.S.F.	5,290
		Grossing Factor	1.25
		Dept G.S.F.	6,613



F. Recreation Administration						
F.01. Department Administration						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.F.01.01	Department Head Adjacency to Finance, HR, IT and Facility Maintenance	Dedicated, Staff	1	1	120	120
2.F.01.02	Teen Program Coordinator Adjacency to Teen Lounge and Program Spaces	Dedicated, Staff	1	1	80	80
2.F.01.03	Facility Coordinator Adjacency to Facility Maintenance Support Area	Dedicated, Staff	1	1	120	120
2.F.01.04	Recreation Receptionist Adajcent to Program Spaces	Shared, Staff		3	80	240
2.F.01.05	Recreation Office Assistant Adajcent to Program Spaces	Dedicated, Staff		1	80	80
2.F.01.06	Recreation Coordinator Adajcent to Program Spaces	Dedicated, Staff		2	80	160
2.F.01.07	Recreation Supervisor Adajcent to Program Spaces Adjacency to Finance, HR, IT and Facility Maintenance	Dedicated, Staff		2	80	160
2.F.01.09	Pool Office Assumes office space for 4 employees and a small conference area HVAC Thermal and Acoustical separation	Dedicated, Staff	4	1	600	600
2.F.01.10	Fitness Room Coordinator Adajcent to Program Spaces	Dedicated, Staff	1	1	120	120
2.F.01.11	Theater Administration Includes space for LAYT office, Community Theater office, and board/conference/seminar room combined with Green Room	Dedicated, Staff		1	1,210	1,210
2.F.01.12	Children's Services Coordinator	Dedicated, Staff	1	1	120	120
F. Recreation Administration						
F.02. Recreation Support						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.F.02.01	Program Room Storage Adjacency to Program Rooms For Tables and Chairs Banquet Setup for all Program rooms Lecture Setup for all large Program rooms and half of smaller program rooms Maximum lecture setup plus remaining as banquet setup Total Required - 217 tables, 2298 chairs	Dedicated, Staff		1	840	840



F. Recreation Administration
F.02. Recreation Support

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.F.02.02	Fitness Room Storage Adjacent to Fitness Room	Dedicated, Staff		5	100	500
2.F.02.03	Entertainment Room Storage Storage for Game Room and Card Lounge	Dedicated, Staff		2	60	120

F. Recreation Administration
F.03. Senior Administration

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
2.F.03.01	Case Manager Wellness Room Accommodate conference for 4-6 Adjacency to Senior Lounge Sink and Counter Massage Table	Dedicated, Staff	1	1	200	200
2.F.03.02	Seniors Program Coordinator Adjacency to Senior Lounge	Dedicated, Staff	3	3	100	300
2.F.03.03	Programs Director Adjacency to Shared Conference Room	Dedicated, Staff	1	1	120	120
2.F.03.04	Volunteer Travel Coordinator Adjacency to Lobby / Waiting Area	Dedicated, Staff		1	80	80
2.F.03.05	Volunteer Receptionist Adjacency to Lobby / Waiting Area	Dedicated, Staff		1	60	60
2.F.03.09	Equipment Storage For walkers, wheelchairs, canes	Dedicated, Staff		1	200	200

F. Recreation Administration Subtotal

Total Staff	14		
		Sum N.S.F.	5,430
		Grossing Factor	1.35
		Dept G.S.F.	7,331



G. Administrative Support Space
G.01. Copy/Print/Distribution

Index	Space Name	Qty (Staff)	Qty (Space)	N.S.F.	Total
2.G.01.01	Ancillary Copy/Print Room Users: Recreation, Senior Services		2	100	200
2.G.01.02	Staff Mail Center Adjacency to Main Copy/Print Room, Reception Secondary Adjacency to Staff Break Room (desired) 63 Staff	Dedicated, Staff	1	20	20
2.G.01.03	Main Copy/Print/Distribution Center Primary Adjacency: City Admin., Community Development/Engineering, Staff Mailboxes wide and long counter for Council Agenda Packet Assembly and general shared use Plotters for Large Format Drawings (Building/Planning) Graphics workstation	Shared, Staff	1	300	300

G. Administrative Support Space
G.02. Storage

Index	Space Name	Qty (Staff)	Qty (Space)	N.S.F.	Total
2.G.02.01	Identified Document Storage Space to be reassigned with future digital record retention. City Clerk: (60 SF) (2) Type A: 18"wide x 20"deep (3) Type B: 42"wide x 24"deep City Manager: (43 SF) (3) Type B: 42"wide x 24"deep Economic Development: (254 SF) (25) Type A: 18"wide x 20"deep;(4) Type F: flat files, 17"high" Building/Planning: (297 SF) (4) Type F: flat files, 17" high; (7) Type A: 18" w x 20" d; (1)Type D: 21" w x 27" d; (1)Type E: 42: w x 24" d; (4)Type C: 48" w X 26" d; (2) Type E: 27" w x 14"d x 32" h; (1) Type G flat file, 30"h Recreation: (115 SF) (4) Type A: 18"wide x 20"deep; (6) Type B: 42"wide x 24"deep Seniors: (10 SF) (2) Type A: 18"wide x 20"deep		1	780	780



G. Administrative Support Space
G.03. Staff Social Gathering

Index	Space Name	Qty (Staff)	Qty (Space)	N.S.F.	Total
2.G.03.01	Staff Break Room Adjacency to Staff Mailboxes; adjacency to outdoor informal gathering space Adjacency to Catering Vendor Area seating for 32	Shared, Staff	1	720	720

G. Administrative Support Space Subtotal

Total Staff			
	Sum N.S.F.	2,020	
	Grossing Factor	1.35	
	Dept G.S.F.	2,727	



2 Civic Services Total Staff and Square Footage Allocation

Total Staff	36		
		D.G.S.F.	28,159
		Building Grossing Factor	1.15
		Gross Square Footage	32,382



3 Police

The Police site component encompasses all administrative and support spaces for conducting Police Business, and Prevention, Intervention and Enforcement Services at a Master Plan level. Program elements and operations are highly regulated and should be verified with a detailed architectural space program for compliance.

A. Departmental Administration
A.01. Chief of Police

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.A.01.01	Chief of Police Adjacency to Shared Conference	Dedicated, Staff		1	160	160
3.A.01.02	Police Services Manager	Dedicated, Staff		1	120	120
3.A.01.03	Administrative Captain	Dedicated, Staff		1	120	120
3.A.01.04	Executive Administrative Assistant 6 secured vertical file cabinets	Dedicated, Staff		1	80	80
3.A.01.05	Detective Sergeant	Dedicated, Staff		1	120	120
3.A.01.06	Operations Lieutenant	Dedicated, Staff		1	120	120
3.A.01.07	Administrative Services Lieutenant	Dedicated, Staff		1	120	120

A. Departmental Administration
A.02. Public Reception

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.A.02.01	Lobby Adjacency to Public Restrooms Accommodate Wait Room Seating and Occasional Tables	Multipurpose, Public		1	100	100
3.A.02.02	Reception and Information Counter Safety glass	Multipurpose, Public		1	80	80

A. Departmental Administration
A.03. Support Services

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.A.03.01	Conference Room Adjacency to Chief of Police in secure area Accommodate 10-12 people	Dedicated, Staff		1	240	240
3.A.03.02	Document Storage Space to be reassigned with future digital record retention Current Storage Needs: (27) Type A: 18"wide x 20"deep	Dedicated, Staff		1	135	135



A. Departmental Administration					
A.03. Support Services					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.A.03.03	Server Room Accommodate Teleminder and Telephones Secured	Dedicated, Staff		1	300 300
3.A.03.04	Copy Center Adjacency to Report Writing Area, Briefing and Records Accommodate Staff Mailboxes and Forms Area	Dedicated, Staff		1	200 200
3.A.03.05	Staff Locker Room Accommodate 70 Field Services and Patrol Staff lockers	Dedicated, Staff		1	980 980
3.A.03.06	Supply Storage Adjacent to Property and Evidence	Dedicated, Staff		1	500 500
3.A.03.07	Patrol Officer Lockers Separate Lockers for Officers to accommodate large duffels; Adjacency to Vehicle Storage and Briefing	Dedicated, Staff		1	300 300
3.A.03.08	Briefing Room Adjacency to Patrol Officer Lockers and Staff Mailboxes	Dedicated, Staff		1	240 240
3.A.03.09	Police Break Room For Police; Adjacency to EOC and Communication Center (Dispatch)	Dedicated, Staff		1	120 120

A. Departmental Administration Subtotal

Total Staff		
	Sum N.S.F.	4,035
	Grossing Factor	1.35
	Dept G.S.F.	5,447



B. Prevention Services						
B.01. Crime Prevention						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.B.01.01	Crime Prevention	Dedicated, Staff		1	80	80
3.B.01.02	School Resource Officer	Dedicated, Staff		1	80	80
3.B.01.03	SRO Supplies Secured	Dedicated, Staff		1	50	50
3.B.01.04	Public Fingerprinting and Identification	Dedicated, Public		1	150	150

B. Prevention Services						
B.02. Volunteer Program						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.B.02.01	Volunteer Shared by 4 Detective Bureau Volunteers	Shared, Staff		1	80	80

B. Prevention Services Subtotal						
		Total Staff			Sum N.S.F.	440
					Grossing Factor	1.35
					Dept G.S.F.	594



C. Intervention Services
C.01. Investigative Services

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.C.01.01	Detectives	Dedicated, Staff		2	80	160
3.C.01.02	Technology Bar Primary Users: Detectives	Shared, Staff		1	100	100

C. Intervention Services
C.03. Emergency Management

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.C.03.01	EOC Room Potential to be additional Multi-purpose Social/Meeting Space	Dedicated, Public		1	500	500
3.C.03.03	Radio Room Adjacent to EOC	Dedicated, Staff		1	100	100
3.C.03.04	SWAT Storage Room Adjacency to EOC Locked	Dedicated, Staff		1	120	120
3.C.03.05	Emergency Manager Adjacency to EOC	Dedicated, Staff		1	120	120
3.C.03.06	Hostage Negotiator	Dedicated, Staff		1	120	120

C. Intervention Services
C.04. Records and Communications

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.C.04.02	911 Phones/Public Answering System	Dedicated, Staff		1	80	80
3.C.04.03	Communication Center (Dispatch) (3) workstations in cockpit configuration with additional space for other resources. Adjacency to Break Room and Restrooms Acoustical privacy Special power and data requirements pass through box?	Dedicated, Staff		1	300	300
3.C.04.04	Communications Supervisor Adjacency to Records Department and Shared Conference Room	Dedicated, Staff		1	120	120
3.C.04.05	Records Specialist Supervisor Adjacent to Public Reception/ Information Counter; adjacency to shared conference room	Dedicated, Staff		1	120	120
3.C.04.06	Records Specialists Adjacent to Public Reception/ Information Counter	Dedicated, Staff		4	80	320



C. **Intervention Services Subtotal**

Total Staff

Sum N.S.F.	2,160
Grossing Factor	1.35
Dept G.S.F.	2,916



D. Enforcement Services					
D.01. Patrol Services					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.D.01.01	Training Coordinator	Dedicated, Staff		1	80 80
3.D.01.02	Training Sergeant	Dedicated, Staff		1	80 80
3.D.01.03	Report Writing Room Adjacency to Copy Center and Supply Storage Enclosed room Shared by 4 Patrol Officers Privacy	Shared, Staff		1	120 120
3.D.01.04	Patrol Sergeants	Dedicated, Staff		4	80 320

D. Enforcement Services					
D.02. Code Enforcement					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.D.02.01	Code Enforcement	Dedicated, Staff		1	80 80

D. Enforcement Services					
D.03. Traffic Services					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.D.03.01	Parking Enforcement	Dedicated, Staff		1	80 80
3.D.03.02	Traffic Sergeant	Dedicated, Staff		1	120 120
3.D.03.03	Traffic Officer Shared by 4 Officers	Shared, Staff		2	80 160

D. Enforcement Services					
D.05. Property and Evidence					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.D.05.01	Department Office	Dedicated, Staff		1	120 120
3.D.05.02	Evidence Prep. And Packaging Adjacency to Property and Evidence Office Security, non-public view or access secured, refrigeration, ventilation	Dedicated, Staff		1	240 240
3.D.05.03	Large Item Hold and Prep. Secured	Dedicated, Staff		1	240 240
3.D.05.04	General Evidence Storage Secured	Dedicated, Staff		1	2,000 2,000
3.D.05.05	Auction Staging	Dedicated, Staff		1	150 150



D. Enforcement Services						
D.05. Property and Evidence						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.D.05.06	Department Ammunition Secured	Dedicated, Staff		1	80	80
3.D.05.07	Emergency Supplies Secured	Dedicated, Staff		1	150	150
3.D.05.08	Public Release Staging Area Secured	Dedicated, Public		1	80	80
3.D.05.09	Hazmat Storage Secured	Dedicated, Staff		1	100	100
3.D.05.10	Property CSO	Dedicated, Staff		1	120	120

D. Enforcement Services						
D.06. Exterior Support Space						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.D.06.01	Vehicle Parking Accommodate cars and motorcycles Assumes 20 parking spaces dedicated for Police Covered spaces	Dedicated, Staff		20	350	7,000
3.D.06.02	Sallyport and Storage Adjacency to Jail Dual Gated Security; accommodate 3-4 vehicles	Dedicated, Staff		1	2,500	2,500

D. Enforcement Services						
D.07. Intake and Processing Area						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
3.D.07.01	Secure Holding Cell with Restroom Minimum 2 for Adults and 1 for Juveniles Must be visible by supervising Officers. Adjacent to Fingerprinting and Identification. State compliant for both sexes and juveniles per 2001 Revisions to the Title 24 California Code of Regulations Requirements for Local Adult Detention Facilities. sink, toilet, drinking fountain, seating, safety glass in door with security compliant measurements. All surfaces should be chosen to avoid sharp edges, fixtures, or fitting that can provide attachment for self inflicted injuries.	Dedicated, Staff		4	100	400



D. Enforcement Services					
D.07. Intake and Processing Area					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
3.D.07.02	Fingerprinting and Identification State compliant for both sexes and juveniles; Adjacency to Restroom Fingerprinting Machine Camera	Dedicated, Staff	1	80	80
3.D.07.03	Secure Restroom-Single Occupancy Adjacency to holding cell and Processing area; Adjacency to Personal Belonging Storage State compliant for both sexes and juveniles-2001 Revisions to the Title 24 California Code of Regulations Requirements for Local Adult Detention Facilities. ADA Accessible Shower-provide modesty for suspects while maintaining the ability for staff supervision. Storage for Police issued clothing	Dedicated, Staff	2	140	280
3.D.07.04	Suspect Interview Room State compliant for both sexes and juveniles; One should be child friendly Accommodate 3 people max. Acoustical privacy; camera surveillance equipment. Secured area	Dedicated, Staff	2	120	240
3.D.07.05	Weapons Locker For Officers admitting a suspect and for visiting Officers. Adjacent to Intake and Processing Area	Dedicated, Staff	1	36	36
3.D.07.06	Personal Belonging Storage Mandatory secure storage for suspect's personal belongings	Dedicated, Staff	1	24	24
3.D.07.07	Secure seating Seating for those waiting to be processed within visual field of Officers-verify Ganged seating with arms	Dedicated, Staff	1	24	24
3.D.07.08	Secure Entrance Designated Entry for suspects, etc. not associated with or adjacent to public entry. Adjacency to Sallyport	Dedicated, Staff	1	80	80

D. Enforcement Services Subtotal					
		Total Staff			
			Sum N.S.F.		14,984
			Grossing Factor		1.35
			Dept G.S.F.		20,228



3 Police Total Staff and Square Footage Allocation

Total Staff

D.G.S.F.	29,186
Building Grossing Factor	1.15
Gross Square Footage	33,563

4 Facilities Support

The Facilities Support site component encompasses Building Support Spaces including building and custodial storage and waste management for the Community Center.

A. Facilities Auxiliary Spaces
A.01. Facility Operations

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
4.A.01.01	Building Materials Storage Provide (1) 100 s.f. space for every 40,000 G.S.F. in Facilities Estimate 6 spaces needed	Dedicated, Staff		3	100	300
4.A.01.02	Trash and Recycling	Dedicated, Staff		2	150	300

A. Facilities Auxiliary Spaces Subtotal

Total Staff						
				Sum N.S.F.		600
				Grossing Factor		1.35
				Dept G.S.F.		810



4 Facilities Support Total Staff and Square Footage Allocation

Total Staff

D.G.S.F.	810
Building Grossing Factor	1.15
Gross Square Footage	931

5 Community Services (Exterior)

The Community Services (Exterior) site component encompasses all the exterior spaces on the site. These include all outdoor Community gathering spaces including the orchard , sports fields, aquatics and ancillary support areas.

A. Outdoor Community

A.01. Orchard

Index	Space Name	Qty (Staff)	Qty (Space)	N.S.F.	Total
5.A.01.01	Orchard Space Accommodate 1/2 Acre of Orchard Trees		1	21,780	21,780

A. Outdoor Community

A.02. Outdoor Gathering Spaces

Index	Space Name	Qty (Staff)	Qty (Space)	N.S.F.	Total
5.A.02.01	History House Garden Existing use to remain Accommodates 200 people				
					Multipurpose, Public
5.A.02.02	Large Public Gathering Space Accommodates 500 people seated Includes various small gathering places (informal) with adjacency to Program Rooms, Staff Break Room, Library Include Stage		1	6,500	6,500
5.A.02.03	Medium Public Gathering Space Accommodates 100 people at tables and chairs Adjacent to Barbecue Area Include small, acessbile, raised stage/central entertainment area		1	3,500	3,500
5.A.02.04	Community Garden Primary User : Seniors and Childcare Raised beds		1	400	400

A. Outdoor Community Subtotal

Total Staff

Sum N.S.F.	32,180
Grossing Factor	1.00
Dept G.S.F.	32,180



B. Outdoor Recreation					
B.01. Outdoor Fitness					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
5.B.01.01	Bocce Ball Court Regulation Size Primary User: Seniors Covered Outdoor	Shared, Public		4	2,700 10,800
5.B.01.02	Playground - 5 and under 1 Adjacent to Sports fields 1 Adjacent to Children's Services includes play structure, pathway, seating area, and use zone	Multipurpose, Public		2	3,000 6,000
5.B.01.03	Playground - 5 and up includes play structure and use zone	Shared, Public		1	4,000 4,000
5.B.01.04	Skate Park Assumes 50 Skaters	Shared, Public		1	10,000 10,000
B. Outdoor Recreation					
B.02. Sports Fields					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
5.B.02.01	Soccer Field Full regulation size Regulation Play, with stands on one side	Multipurpose, Public		1	92,000 92,000
5.B.02.02	Baseball Field Little League, Regulation Play, with dugouts and storage space, with stands	Shared, Public		1	50,000 50,000
5.B.02.03	Softball Field A.S.A Youth, Regulation Play, with dugouts and storage space, with stands	Shared, Public		1	48,000 48,000
B. Outdoor Recreation					
B.03. Aquatics					
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F. Total
5.B.03.01	Competition Pool Per 2007 California Building Code, Chapter 31B 25 M x 25 Y pool (80' x 85') + deck area at 10' minimum around perimeter	Shared, Public		1	6,150 6,150
5.B.03.02	Warm Water Pool Per 2007 California Building Code, Chapter 31B 25 Y x 20 Y pool (80' x 65') + deck area at 10' minimum around perimeter	Shared, Public		1	4,500 4,500
5.B.03.03	Water Play Pool Per 2007 California Building Code, Chapter 31B Assume 45' x 55') + deck area at 10' minimum around perimeter	Shared, Public		1	2,050 2,050



B. Outdoor Recreation						
B.03. Aquatics						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
5.B.03.04	Family Restroom Ventilation only power and lighting	Shared, Public		1	200	200
5.B.03.05	Public Locker Room Ventilation only power and lighting	Shared, Public		2	300	600
5.B.03.06	Public Showers Ventilation only power and lighting	Shared, Public		2	300	600
5.B.03.07	Pool Concession Area Adjacent or linked to Community Center Site Café; a portion must open up to the Pool Deck Catering Equipment (refrigerators, warming areas, microwaves, etc.); electrical	Shared, Public		1	300	300
5.B.03.08	Pool Deck Assume includes 10' minimum perimeter around all pools + additional circulation spaces, lifeguard stations, fences and gates, bleacher seating and storage, lawn and picnic areas, storage of outdoor equipment and covers.	Shared, Public		1	22,000	22,000
5.B.03.09	Picnic / BBQ Area	Dedicated, Public		1	1,000	1,000
B. Outdoor Recreation						
B.04. Ancillary Facilities						
Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
5.B.04.01	Outdoor Facility Storage	Shared, Staff				
5.B.04.05	Pool Storage Includes area for Warm Water Pool Cover Storage Ventilation only power and lighting Possible fire separation	Dedicated, Staff		1	850	850
5.B.04.10	Pool Equipment Ventilation only Specialty lighting Fire and acoustical separation	Dedicated, Staff		1	1,600	1,600
5.B.04.11	Chemical Storage Ventilation only power and lighting fire rated closet	Dedicated, Staff		2	100	200



B. Outdoor Recreation Subtotal

Total Staff

Sum N.S.F.	260,850
Grossing Factor	1.00
Dept G.S.F.	260,850



5 Community Services (Exterior) Total Staff and Square Footage Allocation

Total Staff

D.G.S.F.	293,030
Building Grossing Factor	1.00
Gross Square Footage	293,030



6 Parking and Site Circulation

The Parking and Site Circulation site component encompasses assumptions and requirements for parking and vehicular circulation on the site.

B. Parking
B.01. On-site Parking

Index	Space Name		Qty (Staff)	Qty (Space)	N.S.F.	Total
6.B.01.01	Parking					
	Parking to be Distributed around Site	Shared, Public		506	350	177,100
	Numbers estimated by:					
	1 per 2 employees +					
	1 per 500 SF of Community Center space +					
	1 per 4 seats in Theater					
	+20 spaces for Police Staff parking					
	126 per EIR for Aquatics					
	Adjacencies to:					
	City Administration					
	Library					
	Community Center					
	Swim Facility					
	Sports Fields					
6.B.01.02	Bicycle Parking			50	25	1,250

B. Parking Subtotal

Total Staff

Sum N.S.F.	178,350
Grossing Factor	1.00
Dept G.S.F.	178,350



6 Parking and Site Circulation Total Staff and Square Footage Allocation

Total Staff

D.G.S.F.	178,350
Building Grossing Factor	1.00
Gross Square Footage	178,350

Gross Square Footage 471,380



IV. Recommended Next Steps

Key Concepts Moving Forward

This Facility Program represents the ideal space allocation and relationships to support the new Plan of Service Model. The next step in the planning process includes identification of facility scenarios to explore their feasibility in realizing the Los Altos Community Center. Dependent upon the scenarios chosen for further study, all of the space program requirements may not be accommodated in a feasible solution.

Once identified, the design process for the preferred facility strategy will validate the space program and adjust accordingly to the opportunities and constraints of the site, as well as any desire for phasing construction or constructing additional facilities over time.

Optional Spaces

Various spaces within the program have been identified as 'optional' through the design team's assessment of the community outreach and conversations with staff. These spaces could be included in the Master Plan program, but as part of ABA's assessment of the overall program document, we feel that there may be duplication of spaces or that these spaces may not be the highest priority for the city to consider including in the new Community Center.

It is our proposal that these spaces be included in the development of Facility Scenarios, but that they continue to be identified as optional for planning and phasing purposes. A listing of these spaces is included below:

Program Rooms:

- Multiple Computer Teaching Labs (Library and Multi-Use)
- Prioritized Library Program Room Usage (Dedicated)
- Dedicated Offices for Service Organizations (i.e. LWV)
- Dedicated Program Rooms (i.e. Braille Institute)
- Staff Dedicated Fitness Room
- Third Fitness Room
- Dedicated Teaching Kitchen
- Separate Dedicated Entries for Senior, Youth and Children's Services Elements
- Closed Session Council Chambers
- Game Room
- Card Room
- Entertainment Rooms Storage

Exterior Program Spaces:

- Second Soccer Field
- Skate Park



IV. Recommended Next Steps

Key Concepts Moving Forward

Design Drivers

Design Drivers will maintain the focus of the Master Plan study. These drivers have been distilled through community outreach and through refinement of the key issues developed by the city as the guiding principles for this project:

Site Drivers:

- Enhanced Connectivity to the Downtown Village
- Access Onto and Through the Site
- Maximized Open Space for Community Use
- Attention to Protection of Identified Historic Trees

Building Drivers:

- Maximized Shared Use of Program Elements
- Establishment of Multi-Generational Facilities
- Facilities that are Sustainably Designed and Efficient to Maintain
- Aesthetic that is Contextual and Maintains a Village Feel

Facility Scenario Standard Assumptions

As a means of defining parameters for all facility scenario development through both the Facility Charette process and the following Facility Scenario development, the following standard assumptions are proposed:

- All Components identified as part of the Scenario must be Included in the Design.
- The scenarios must consider how to plan for achieving the City of Los Altos Green Building Policy for LEED Certification of public facilities by considering how to maximize energy efficiency, take advantage of site orientation, capture prevailing winds and anticipate providing for water retention on site.
- Accessibility Code Requirements must be achieved.
- All schemes must consider phasing strategies that will minimize disruption to the site and the operation of the facilities.
- All scenarios must include the following program elements:
 - History House and History Museum
 - City Administration, City Clerk, Finance, Human Resources
 - Community Development and Engineering
 - Police Department
 - Recreation Administration
(Including Administration for Senior Center, Youth and Teen Services and Children's Services)
 - Community Center and Public Spaces
 - Theater Program Spaces
 - Working Orchard Program Element
 - Bocce Ball Courts



IV. Recommended Next Steps

Key Concepts Moving Forward

Facility Scenario Options

As the intended outcome of the Facility Charette is to gather insights from multiple perspectives in a creative forum and develop rapid prototypes of ideas for how the Master Plan site layout may be determined, scenario criteria are outlined to guide and provide focus for the charette groups. The following are the proposed Facility Charette Scenario Options that are proposed for further discussion and refinement into the three scenarios that will be studied further as part of the charette:

Scenario 1: Maximum Reuse

- ❑ Drivers:
 - Maximize Reuse of Existing Locations for Facilities
 - Maximize Surface Parking
- ❑ Program Elements:
 - Renovation and Expansion of Existing Library per Needs Assessment Program
 - Parking – Combination of Underground/Surface/Structured
 - Exclude Optional Program Spaces
- ❑ Athletics:
 - Exclude Swim Facility Program Element
 - Soccer and Softball to remain in Existing Locations

Scenario 2: Maximize Athletics Program Elements

- ❑ Drivers:
 - Minimize Building Footprint on Site
 - Maximize Athletic Program Elements
- ❑ Program Elements:
 - New Library Facility, New Location, Two Stories Acceptable
 - Parking – Combined Underground/Surface/Structured
 - Exclude Optional Program Spaces
- ❑ Athletics:
 - Include Swim Facility Program Element
 - Include Two New, Regulation Soccer Fields
 - Include One New, Little League (12 and under) Baseball Field
 - Include Skate Park

Scenario 3: Maximize Land Use (Development Option)

- ❑ Drivers:
 - Minimize Building and Site Elements Footprint
 - Maximize Underground Parking
 - Include Land Parcel for Future Development (by City or Other)



IV. Recommended Next Steps

Key Concepts Moving Forward

- ❑ Program Elements:
 - New Library Facility, New Location, Two Stories Acceptable
 - Parking – Combined Underground/Surface/Structured
 - Exclude Optional Program Spaces
- ❑ Athletics:
 - Exclude Swim Facility Program Element
 - Include One New, Regulation Soccer Field
 - Include One New, Little League (12 and under) Baseball Field

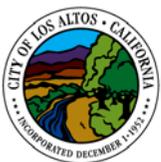
Scenario 4: Maximize Community Connection

- ❑ Drivers:
 - Strong Community Center Connection to Downtown as the Main Driver for the Site Layout
- ❑ Program Elements:
 - New Library Facility, New Location, Separate Stand Alone Element
 - Parking – Combination of Underground/Surface/Structured
 - Include Optional Program Spaces
- ❑ Athletics:
 - Include Swim Facility Program Element
 - Include One New, Regulation Soccer Field
 - Include One New, Little League (12 and under) Baseball Field

Scenario 5: Pedestrian Oriented Campus

- ❑ Drivers:
 - Maximize Internal Pedestrian Gathering Space
 - Maximize Parking and Vehicular Circulation at Perimeter or Underground
 - Maximize Exterior Gathering Space at Campus Center
- ❑ Program Elements:
 - New Library Facility, New Location
 - Parking – Combination of Underground/Surface/Structured
 - Include Optional Program Spaces
- ❑ Athletics:
 - Include Swim Facility Program Element
 - Include One New, Regulation Soccer Field
 - Include One New, Little League (12 and under) Baseball Field

Overview of Council An overview of the direction requested from Council in order to



IV. Recommended Next Steps

Key Concepts Moving Forward

Direction Needed

proceed with planning for the Facility Charette and progress into the next phase of work are as follows:

- Council is to determine direction for Three Facility Scenarios to be Reviewed as part of the Facility Charette
- Council is to provide direction to proceed with the optional spaces listing or refine by requesting additional spaces be considered optional
- Council is to direct that the listing of Design Drivers be used to guide Facility Scenario development
- Council to approve the Draft Facility Program Document
- Council to provide direction for how to proceed with consideration of the following in the Facility Scenarios development:
 - Land Lease / Development for Housing or Other Land Development Intent
 - Building Height Direction for More Than Two Stories
 - Subsidy of Program Spaces for Non-Profit Organizations

Anderson Brulé Architects also proposes that the City begin to development of a Cost Recovery Analysis for anticipated revenue earning in order to establish target budget for operational purposes. This will aid the refinement of the facility scenario phasing and financing and funding strategies.



IV. Recommended Next Steps

